



K-One Technology Bhd. and its subsidiaries, jointly known as the K-One Group, is a technology solutions provider listed on Bursa Malaysia. It is driven by 2 key businesses; ODM/OEM of IoT products, surveillance gadgets, consumer electronic lifestyle products, healthcare devices, industrial products and automotive aggregates for multinationals worldwide and the provision of cloud computing solutions. In view of our expansion, we are seeking a suitably qualified candidate to fill the following position:

Associate People Manager (Location – Petaling Jaya)

Responsibilities:

- Human Resource (HR) Management
 - ❖ To talent search, review and hire strategic positions.
 - ❖ To manage, co-ordinate and work with authorities and customers on HR and related compliances.
 - ❖ To manage, review and coordinate implementation of staff performance measurements.
 - ❖ To conduct remuneration and work trend surveys with objective of advising Management.
 - ❖ To manage, assess and implement training programs across the board.
- Executive & Administrative Support & Liaison
 - ❖ To assist in the organizing of Board, Committee and General/Extra-General Meetings.
 - ❖ To attend to investors queries and co-ordinate investor relations programs.
 - ❖ To oversee administrative functions which includes office maintenance, co-working space supervision and general administrative duties.
- Sustainability Program Co-ordination
 - ❖ To organize and co-ordinate corporate social responsibility (CSR) programs.

Requirements:

- Degree or professional qualification in any discipline.
- At least 3 years experience in people (HR) management and/or secretarial functions.
- Highly computer literate.
- Able to work independently and in a team.
- Mobile and able to travel.

Interested candidates are invited to apply online or write-in with your detailed resume stating personal particulars, qualifications, employment history, current and expected salaries, contact no. and passport-sized photo (n.r.) to:

The People Specialist
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Damansara Jaya
47400 Petaling Jaya
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For more information, please visit us at: www.k-one.com

