

## Human Resource Executive – Safety & CSR (Based in Hicom-Glenmarie)

### QES (ASIA-PACIFIC) SDN BHD

#### HR & Admin Department

##### Responsibilities:-

- Support the Human Resource Department in functions relate to plan, propose, produce, implement, enforce and review the EHS system for the Company.
- Involve in company-wide activities, e.g. fire drill, safety committee, emergency response, etc.
- Communicate safety regulations to all levels of employees.
- Attend government and non-government bodies regarding health & safety matters, including safety meeting, briefing and audits etc.
- Conduct accident/incident investigation on any industrial accident.
- Liaise with JKKP on all related matters and reports.
- Implement 5S good practice at the workplace.
- Responsible for office security system.
- Assist in Corporate Social Responsibilities project (CSR).
- Undertake other ad-hoc assignments or special project as and when needed.

##### Requirements:-

- Diploma or Degree in Human Resource Management / Business Administration or its equivalent. Related courses in Safety & Health.
- Knowledge in environmental safety and health.
- Minimum 3 to 5 years working experience in the related field is required for this position.
- A good team player with positive work attitude.
- Excellent interpersonal and communication skills with ability to interact with all levels of employee.
- Conversant in both English and Bahasa Malaysia.