

**MOVE COOPERATION.  
MOVE WATER.  
MOVE THE FUTURE.**



## Assistant HR Manager Kuala Lumpur, Malaysia

Major movements like globalisation, digitalisation and energy shortages shape some of our largest future challenges. Challenges that we are happy to accept and dive into. We understand the trends that influence our company and our business and act accordingly. By developing products and solutions we move not only water, we also move the future for people all over the world. As a pioneer in the pump industry we focus as much on our employees as on our high quality pumps. Those of you who want to be part of the Wilo will experience a constant flow of personal and organizational development as well as sufficient space for the implementation of own ideas. At Wilo you will move the future, for yourself and for others.

### Your Tasks:

- Functionally responsible for the full spectrum of Human Resources function – manpower planning, recruitment, payroll, training etc
- Support the development and execution of HR practices and procedure so to provide consistent support for the business
- Ensure compliance to the company policy, procedures and practices
- Ensure timely and accurate data, report, analysis submission to Group tool
- Assist the country manager on manpower requirement
- HR administration at assigned subsidiaries and sites as well as correct maintenance of personnel files and payroll processes in line with internal and external regulations
- Assist in preparation of annual budget/forecast (for HR related cost)
- Assist in local insurance package selection
- Ensure performance management processes within group standards
- Participation in group wide projects (eg: employee survey, development of group standards, processes and methods).
- Support the local compliance representative
- Support country manager regarding HR related decisions
- Update employee records and files
- Any other duties and responsibilities that assign from time to time

### Your Profile:

- Degree or Diploma in Human Resource Management or equivalent with min 4 years of HR Generalist working experience
- Good knowledge of local Employment Act and Industrial Relations Act
- Team and People Oriented – ability to work collaboratively in a multi-cultural environment
- Strong numeracy skill, meticulous with an eye for detail and good time management
- Strong conceptual, analytical and problem solving skills
- Effective presentation and communication skills, both verbal and written and demonstrate high level of confidentiality

If you want to keep Wilo fluent and contribute to a successful future, please apply online on [www.wilo.com](#), or send your application documents (incl. salary expectations, earliest entry date and source of job advertisement) in one document to: WILO SE Representative Office – Malaysia, Mrs. Helena Seet, D-03-08, Southgate Commercial Centre.2, Jalan Dua, Off Jalan Chan Sow Lin., Petaling Jaya, Malaysia. In case you have any additional questions, please feel free to contact Mrs. Seet +60 3 9224 6666.

**WILO BRINGS THE FUTURE.**