



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 medical/healthcare devices, IoT products, consumer electronic lifestyle gadgets and industrial equipment 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:

People & Executive Manager (Location – Petaling Jaya)

Responsibilities:

- Human Resource (HR) Functions
 - ❖ To talent search, review and hire key positions.
 - ❖ To manage, co-ordinate and work with authorities and customers on HR related matters and compliances.
 - ❖ To guide and advise on all HR matters pertaining to compensation, training/development, succession planning, general recruitment, industrial relations, etc.
- Executive Support
 - ❖ To assist in strategic and tactical plans implementation.
 - ❖ To work on special projects assigned from time to time.
- Board 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.
- General Management
 - ❖ To plan and implement CSR programs.
 - ❖ To oversee maintenance of facilities.

Requirements:

- Degree in any discipline. However, candidates with HR or company secretarial qualifications would have an added advantage.
- At least 8 years experience in people (HR) management or company secretarial functions with a minimum 3 years at managerial level.
- 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
K-One Group
66 & 68 Jalan SS 22/21
Damansara Jaya
47400 Petaling Jaya
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For more information, please visit us at: www.k-one.com

