



Mitsubishi Motors Malaysia (MMM) is the official distributor of Mitsubishi vehicles in Malaysia. Our Global Tagline is "Drive your Ambition"- a powerful statement of our on-going commitment to the values and aspirations of our drivers. With an "Ambition to Explore", Mitsubishi Motors can go anywhere. With "Drive your Ambition", Mitsubishi Motors' Drivers can go anywhere.

We invite suitable talented individuals who are result-oriented, fast-paced, committed, mature and can work as a team to join us as:

MANAGER, HUMAN CAPITAL MANAGEMENT (based in Shah Alam)

Responsible for overseeing and managing a broad spectrum of HCM functions with proven HR Business Partner (HRBP) experience, capable of leading teams, championing HR transformation, and fostering a culture of excellence. You will play a pivotal role in implementing innovative HR strategies, ensuring operational effectiveness, and positioning the organization for future growth and success.

Responsibilities:

1. Payroll & Compensation

- Oversee end-to-end payroll management, ensuring timely processing, statutory payments, and full compliance with regulatory requirements.
- Lead compensation & benefits review and implementation, aligning programs with company business strategies and policies.
- Conduct regular benefits and salary benchmarking to maintain market competitiveness.
- Periodically review job grading and salary structures to support organizational growth.
- Drive employee recognition and rewards programs to foster engagement and retention.

2. Performance Management

- Implement and drive the Performance Management Framework, from goal setting to appraisal review, ensuring alignment with company strategic goals.
- Link performance outcomes with rewards and career development opportunities.
- Lead system implementation for Performance Management System (PMS).
- Establish regular feedback mechanisms beyond annual reviews to promote continuous improvement.
- Serve as secretariat for performance management meetings, ensuring governance, documentation, and effective consequence management based on performance outcomes.

3. Compliance & Labour Law

- Review and update HR policies, SOPs, employee handbooks, and related guidelines.
- Manage industrial relations (IR) cases, grievances, and disciplinary actions, driving resolution processes in compliance with labour laws.

Human Capital Management Department

Mitsubishi Motors Malaysia Sdn. Bhd. (680028-M)
Level 6, Building A, Dataran PHB, Saujana Resort, Seksyen U2
40150 Shah Alam, Selangor Darul Ehsan
Tel: 03-7680 6688 | Fax: 03-7622 2238
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E-mail: hr@mitsubishi-motors.com.my



- Conduct compliance audits and ensure adherence to statutory requirements (including stamping and ER matters).
- Continuously monitor changes in labour laws and advise management on implications.
- Coordinate internal and external HR audits (MC, DRB)

4. HR Strategy & Planning

- Develop and implement HR strategies, initiatives, and plans aligned with business objectives.
- Lead change management frameworks and drive cultural transformation initiatives.
- Undertake and facilitate organization design, job evaluation exercises, and reviews based on business requirements.
- Develop position descriptions in collaboration with line departments.
- Plan and execute leadership development programs and succession planning.
- Identify and monitor potential leaders for critical positions.
- Develop and drive 360° and competency frameworks to support strategic goals.
- Manage AMP formulation and reporting, including manpower planning and reporting.
- Develop and drive employee experience strategies to enhance engagement and retention

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Minimum of 10 years' HR management experience, with at least 5 years in performance and rewards.
- Strong knowledge of HR policies, labor laws, and best practices.
- Proven leadership, communication, and interpersonal skills.
- Proficiency in HR software and Microsoft Office Suite.
- Demonstrated experience in leading teams and HR operations, with exposure to Learning & Organization Development and HRBP functions

Interested applicants are invited to write-in or email a detailed resume stating qualifications and experience, current and expected salary together with a recent passport-sized photograph to :

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