



Universal Peak Sdn Bhd (20080102914)



HUMAN RESOURCE GENERALIST

INDUSTRY : POWER, UTILITIES & CLEAN ENERGY
EMPLOYMENT TYPE : FULL TIME
REPORTING TO : HEAD OF HUMAN RESOURCE

About the Role :

We are looking for a dynamic and motivated **Human Resource Generalist** to join our growing team in the Power, Utilities, and Clean Energy sector. This is an excellent opportunity for HR Executives who are eager to dive deep into strategic HR practices while playing a pivotal role in workforce transformation within a purpose-driven organization.

As part of a forward-thinking HR team, you will have the opportunity to contribute to talent acquisition, employee engagement, performance management, and organizational development. You will support various HR functions that directly impact the growth and success of the business, while ensuring that our people strategies align with the company's mission of advancing sustainability and innovation.

Responsibilities:

- **HR Operations & Administration**
Provide day-to-day HR support to employees, answering queries and addressing any concerns related to policies, benefits, and other HR matters. You will be strong in Employee Relations.
- **Employee Engagement & Culture**
Assist in creating initiatives that foster a positive work environment, promote employee well-being, and enhance job satisfaction.
- **Recruitment, Onboarding & Exit Support**
Support the end-to-end recruitment process, including candidate sourcing, interviews, selection, and onboarding. Assist with exit interviews, ensuring that offboarding processes are handled with professionalism and compliance.
- **Employee Compensations & Benefits**
Accurately verify employee claims related to health benefits and travel ensuring they meet company guidelines. You will also assist the HR Head job market analysis.
- **Compliance & Reporting**
Ensure compliance with all applicable company policies, maintaining accurate employee records and documentation for management reporting.
- **HR Analytics**
Assist with gathering and analyzing employee data to provide insights that support decision-making and continuous improvement in HR practices. You will fine tune with guidance your skills in Analytics.



Universal Peak Sdn Bhd (20080102914)



Minimum Qualification:

1. Candidate must possess a Degree in Human Resource Management, Business Administration or related field.
2. 1–2 years of HR experience or internship in a corporate setting

Experience and Skill Requirements:

1. Proactive, resourceful, reliable, self-driven and detail oriented.
2. Active team player and a self-starter with strong organizational and time management skills.
3. Good command of English (both written and spoken)
4. Knowledge of HR practices is essential.
5. Able to work under pressure, manage multiple priorities, and maintain confidentiality
6. Strong interpersonal, problem-solving, and communication skills.
7. High degree of attention to details and willingness to roll up sleeves to immerse in the details when needed.
8. Proficiency in MS Office will be essential.
9. Strong passion for continuous learning and willingness to explore new tools, systems, and HR best practices.

Why Join Us?

- Be part of a passionate team that is committed to making a difference in the energy sector.
- Gain valuable experience in all facets of HR, from recruitment to organizational development.
- 5 day work week
- Competitive salary and attractive benefits.

If you meet all the requirements outlined for this role, we encourage you to apply (Please note that only shortlisted candidates will be contacted)