



POSITION DESCRIPTION

POSITION TITLE: HR Business Partner

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

CLIENT OVERVIEW

The purpose of the HR Generalist role is to support the Human Resource (HR) Team in a broad range of administrative duties, such as HRIS and associated databases maintenance and reporting, staff information, onboarding and offboarding, oversight and improvement of other HR processes and procedures, and assistance with organisation and coordination of key team projects.

This role will act as the first point of contact for HR-related queries from employees and external contacts such as vendors, and any other providers that work with the HR Team.

CLIENT POSITION DESCRIPTION

Key Responsibilities:

Build High Performance Team environment:

- Work in a collaborative and collegiate manner with immediate team and company-wide stakeholders
- Contribute to High Performance Team environment by providing timely and accurate output
- Actively share knowledge with your entire team
- Support ad hoc initiatives as required

Business strategy and Performance

- Responsible for producing and distributing contracts, letters and other HR documentation throughout the onboarding and offboarding process, including to payroll.
- Manage procedural requirements relating to any employee changes.
- Coordinate the probationary activities in consultation with the BPs
- Coordinate administration of the Company's remuneration review documentation and communication with staff.
- Together with BPs coordinate and update relevant organisational charts (monthly).
- Maintain staff personal files and records
- Provide accurate data and reporting on a regular and ad-hoc basis – exceptional attention to detail
- Provide data analytics in reports and presentations on HR related metrics on a regular basis
- Assist with coordination of tasks in HR processes (i.e., policy review, HRIS implementation, etc.)



POSITION DESCRIPTION

- Other administrative tasks as directed from time to time

Sustainable Development Goals (SDG) alignment

- Act in accordance with Health and safety standards, comply with safe working procedures and ensures wellbeing of all staff in every country of operation
- Develops and sustains ethical, diverse, inclusive, and culturally sensitive work environments.

Qualifications and Experience:

- Tertiary degree in Human resources, Business Administration or related field is desirable
- At least 3-5 years of experience in a similar team administration support role
- Advanced levels of proficiency with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- Ability to work independently and autonomously
- Excellent organisational skills
- Attention to detail and ability to interpret data
- Proactive, can-do attitude.

ASW Offers

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with one of the clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.
- To find out what our people say about working at ASW, visit: <https://aswhiteglobal.com/careers/>