



Job Description – Human Resource Manager

Position : Human Resource Manager
Reports to : Chief Operation Officer
Location : TTDI Plaza, Taman Tun Dr Ismail, 60000 Kuala Lumpur, Malaysia
Salary : RM 7,000 - 9,000 monthly + Performance Bonus

About Us: www.versa.com.my

Established in 2020, Versa is a digital all in one Saving and Investing platform dedicated to help Malaysians unlock the potential of their wealth. Founded by a group of seasoned financial technology entrepreneurs, Versa introduces an innovative way to save at higher than fixed deposits (FD) rates but with the flexibility to withdraw their cash plus daily interests earned without incurring penalties. When ready to invest, Versa users can seamlessly move from savings to investing into affordable, actively managed portfolios from global top fund managers. Dedicated to helping users get the best out of their sleeping funds, Versa is focused on making their suite of user-friendly wealth management solutions more accessible to all Malaysians.

The Role:

We are looking for a Human Resource Manager to plan, develop and implement HR strategies and initiatives that align with our business strategy. This role will be the bridge between management and employees, supporting current and future business needs.

Responsibilities:

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Develop and monitor overall HR policies, strategies, systems, tactics and procedures across the organization
- Develop remuneration packages and benefits program
- Plan and conduct performance management and salary reviews
- Facilitate training materials and performance management programs to help ensure employees understand their job responsibilities
- Ensure the organization's compliance with local, state and federal regulations
- Provide support and guidance to HR staff
- Investigate employee issues and conflicts and brings them to resolution
- Maintain company organization charts and employee directory
- Design and implement employee retention strategies

Requirements:

- Candidate must possess a Bachelor's degree preferably with a focus on Human Resource Management, Business Administration or equivalent
- At least 5 years of working experience in the related field
- Highly detail-oriented to ensure high standards of quality of deliverables
- Able to think creatively, identify, and build support for innovative/outside-the-box solutions
- Excellent verbal communication and interpersonal skills

If you're up for the challenge, kindly forward your CV to both

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