



Triumph is one of the world's largest intimate apparel companies. It enjoys a presence in over 120 countries with the core brands Triumph® and sloggi®. Globally, the company serves 40,000 wholesale customers and sells its products in 4,050 controlled points of sale as well as via several own online shops. The Triumph Group is a member of the Business Social Compliance Initiative (BSCI).

Learn more about Triumph on:

[www.triumph.com](http://www.triumph.com)

[www.linkedin.com/company/triumph-international/](https://www.linkedin.com/company/triumph-international/)

Our Human Resources Team at the Petaling Jaya, Malaysia office is looking immediately for a highly motivated

#### **HR Specialist**

Who can Maximize the value of employees with a holistic business approach through effective ways of operating, innovation, systems automation and metrics .

#### **Roles & Responsibilities:**

- Process or manage monthly end-to-end payroll processing for people across Malaysia and Singapore
- Maintain excellent organisation and time management skills
- Liaise with stakeholders at all levels of the organisation to solve HR and payroll queries
- Maintain the system and accurate record keeping
- Set-up new employees on-boarding Process.
- Monitor key HR metrics
- Monitor internal HR systems and databases
- Creation of detailed HR reports
- Outstanding interpersonal skills, with the demonstrated ability to build rapport and interact effectively with a wide range of stakeholders.
- Outstanding collaborative skills, with the demonstrated ability to contribute significantly and productively in working effectively as part of a team
- Outstanding written and verbal communication skills, including demonstrated proficiency with English language skills including grammar, spelling and punctuation
- A solution-oriented person, with the demonstrated ability and strong desire to identify and bring about significant and continuous improvement in processes and systems.
- Strong organizational and time-management skills, with the demonstrated ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing work tasks.
- Excellent management of documentation, including electronic and hard copy files.
- Demonstrated high-level proficiency with Microsoft Word, Excel and Office.
- Have an acute eye for detail
- Value the importance of confidentiality



**Your ideal profile:**

- Outstanding Communication skills both verbal & written
- Demonstrated Business acumen
- Adapt easily to diverse audiences and environments
- Resilience in the face of adversity and stress
- Sort thru complexity and present in strategic and conclusive way
- Able to prioritize and work independently with minimal supervision
- Able to work effectively in a team environment
- Capable of multi-tasking, prioritizing, and managing time efficiently
- Demonstrate ability to influence decisions through experience and analysis
- Effectively plan workload and Prioritize tasks and achieve deadlines
- Minimum of 5 years' HR operations experience and 3 years' experience in payroll processing.
- Knowledge of labour laws
- Knowledge and experience in the retail industry
- Knowledge of payroll software – preferably SAGE EasyPay

We offer an opportunity in a fast paced organization which gives those looking for a challenge the possibility to grow with the company and shape the future.

We are a family owned company with strong values, operating at a global level with key markets in Germany, Japan and China - where our iconic brands, Sloggi and Triumph, continue to delight our consumers.

Triumph Group is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, or disability.

If you are seeking a great opportunity to develop your career, please send us your application letter and CV in English, diplomas and expected salary range by clicking on Apply.