

Job Title: Human Resources Manager, Malaysia
Department: Human Resources
Reports to: Human Resources Director, JAPAC
Location: Malaysia



Ready to take your career to the next level? At **SNP**, we combine creative freedom, meaningful work, and a strong sense of teamwork to help you thrive and make a real difference!

Our COMPANY

SNP Group is a world-leading provider of data transformation software and professional services for managing complex SAP transformations. SNP data transformation professionals work with SAP and SAP tier 1 global system integration partners to modernise, merge, harmonise or split SAP systems and data to help large enterprises realise their goals for their SAP landscape.

SNP has over 1,500 SAP data transformation professionals worldwide at 35 locations in 20 countries. The company is headquartered in Heidelberg, Germany and is listed on the Frankfurt Stock Exchange. SNP Group is closely affiliated with SAP given that SNP is solely focused on transformation of SAP workload.

SNP JAPAC team is primarily located in Singapore, Malaysia, China, Japan, Australia and now Thailand. SNP data transformation professionals are recognised as most highly skilled professionals in SAP data transformation and complex SAP landscape transformation.

What we're looking for

Human Resources Manager, Malaysia

Reporting to the HR Director of JAPAC, you will lead the People Agenda and oversee the full spectrum of HR functions within Malaysia - your assigned area. Your responsibilities will include Talent Management, Talent Acquisition, Performance Management, Employee Relations & Dispute Resolution, Succession Planning, Learning & Development, and Rewards & Benefits.



As an HR Manager, you will be a trusted advisor, providing strategic HR guidance and support to department heads and their teams within your allocated area to drive business growth. You will consistently demonstrate positive behaviours, aligning with our corporate values and fostering a strong cohesive workplace culture.

HR Responsibilities

- Provide HR advisory and partner closely with stakeholders to deliver HR solutions that meet business needs in Malaysia.
- Build strong relationships with internal stakeholders, understanding their departmental goals and workforce requirements.
- Oversee HR operations, ensuring efficient and timely execution of all transactional HR activities in the assigned area.
- Manage the employee lifecycle process, including performance reviews, salary reviews, rebalancing, and promotion cycles.
- Act as a change champion, driving transformation initiatives and fostering a culture of adaptability.
- Collaborate with HR colleagues across the Group to ensure alignment and consistency in HR practices.
- Support the HR Director of JAPAC in rolling out strategic HR initiatives in the region, to ensure seamless HR service delivery and a positive employee experience
- Stay updated on employment legislation and provide guidance to senior managers on employee relations, benefits, recruitment, terminations, and redundancy laws.
- Monitor market trends and competitor practices to enhance HR strategies.

Office Administration

- Manage day-to-day office operations, ensuring a smooth and efficient working environment.
- Maintain office supplies inventory and place orders as needed.
- Serve as the primary point of contact for visitors and external parties.
- Ensure office equipment is maintained and liaise with service providers for repairs and upgrades.

Qualifications

We're seeking someone who:

- University degree/diploma in HR, Psychology, or a related discipline preferred.
- At least 5 years of relevant HR experience, ideally in some areas of Southeast Asia.
- Ideally, regional HR experience in Southeast Asia.
- Strong business acumen with the ability to develop HR solutions aligned with business objectives.
- Excellent communication and interpersonal skills, with the ability to influence stakeholders, manage expectations, and build credible relationships.
- Confident, approachable, with a positive and flexible attitude.
- Able to adapt working style to influence stakeholders and manage their expectations.
- Able to identify problems and provide effective HR solutions.
- Able to work autonomously, meet tight deadlines, and work under pressure.
- Strong team player who collaborates well with others and is willing to share the workload.
- Cultural awareness and sensitivity, with the ability to navigate diverse environments.
- Must maintain confidentiality at all times and possess a good sense of humour.



DATA. TRANSFORMATION. EXPERIENCE.

What's in it for you

- Competitive salary and company bonus scheme
- Mobile Allowance
- 20 days annual leave
- 5 days family day leave
- Comprehensive benefits package that includes medical, dental and hospitalization coverage.
- Hybrid working model where you enjoy the flexibility of working both remotely and in the office.

"Be More" @ SNP: Unlock Your Full Potential

Are you **courageous** enough to lead change, **driven** to achieve excellence, and inspired by **innovation**? Join us and be part of a team that transforms bold ideas into **successful** outcomes.

Send us your CV with your expected commencement date now!



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