



If you aspire to go beyond, Let us inspire you to break the barriers.

Affin Bank Berhad is a progressive bank founded on the dynamic concept of 'Banking Without Barriers™' – a vision designed to remove boundaries so that we are close to our customers. In view of our expansion, we are looking for talented individuals to join us as:

Assistant Manager, Industrial Relations

(To be based in Head Office, Kuala Lumpur)

Responsibilities:

- Administration of disciplinary procedures from investigation to domestic inquiries.
- Ensure grievances are processed efficiently and resolved equitably to maintain harmonious relation between the bank and its employees.
- Analyze the implications and impacts of various disciplinary actions.
- Advise and assist department heads and branch managers in grievance handling and disciplinary procedures.
- Promote and enhance employer-employee relation and employer-union relations.
- Serves as liaison between the bank and the unions and assist the Head of HR in collective bargaining process.
- Liaison with Legal Department, panel solicitors and relevant government bodies in respect of Industrial Relations matters.
- Maintain awareness of all relevant legislation currently enforced including but not limited to Employment Act 1955, Industrial Relations Act 1967, Trade Union Act 1959, and OSHA 1994.

Requirements:

- Degree/ Professional qualification in any discipline.
- Minimum 3 years working experience in Industrial Relations.
- Well versed with current labour laws and other related statutory.
- Knowledge in HR management spectrum.
- Good motivator with strong sense of responsibility, cultural sensitivity and resourceful in problem solving.
- Good interpersonal, communication and negotiation skills.

We invite all interested applicants who meet the above criteria to submit comprehensive resume including current and expected salary to:

**The Recruitment Manager
Affin Bank Berhad
Human Resource Division
11th Floor, Menara Affin
80, Jalan Raja Chulan
50200 Kuala Lumpur
e-mail: hr.recruitment@affinbank.commy**

All applications should reach us not later than 10th November 2008