
Position Description

1 Human Resource (HR) in Operational Excellence (OPEX)

2 General Description (Job Scope)

- Lead and complete small to medium scale projects with minimum supervision.
- Leverage data to identify problem areas and improve efficiencies.
- Support operational diagnostics to identify opportunities for improvement.
- Implement a change management process to ensure that change is communicated to all stakeholders effectively.
- Facilitate face-to-face discussions or virtual workshops.

3 Specific Accountabilities

- Enthusiasm and curiosity to create new solutions to tackle old problems
- Strong analytical and reporting capabilities
- Ability to manage stakeholders cross-functionally
- Effective listening skills
- Attention to details
- Ability to draw conclusions from a variety of data sources

4 Skills Required

- Proficient in the use of Microsoft Office Suite (included but not limited to Excel, PowerPoint, Share Point, Power Automate, Forms etc...)
- Familiarity with problem solving methodologies
- PMI Certifications

5 Experience and Qualification

- Bachelor's degree in engineering or technical discipline from an accredited institution
- Preferably 3 years of operational experience (preferably in human resources or logistics)
- Fresh Graduates welcomed