

Senior HR Coordinator

DHI is a global and independent company dedicated to working on challenges within the fields of water, environment, and sustainability. Within these areas, we provide a wide range of research, advisory, digital advisory, and water governance services. Our market offerings include engineering and environmental modelling services, operational services and provision of MIKE software technologies and products.

By joining DHI, you will not only become part of a dynamic and collaborative global team of experts; you will be empowered to innovate, engage, and grow in your area of expertise working closely with our teams, partners, and clients. DHI is committed to disseminate our knowledge effectively and across our worldwide network of offices.

As we are now expanding our HR Global team to better support DHI's growth strategy, we are currently looking for a Senior HR Coordinator.

Your Role

A Senior HR Coordinator is responsible for the end-to-end employment cycle administration globally, in all DHI countries. Provides HR advisory and administrative support on various topics from recruitment through employment changes, local legal advice in cooperation with DHI's legal team and HRBPs, compensation and benefits related topics, separation, and any other HR topics necessary within DHI. The role is expected to ensure HR administration is smooth, in order and in alignment with global process including the necessary localization.

Key Responsibilities

- Administer a wide range of global HR topics, including recruitment, compensation & benefits, learning & development, talent management, local policies, personnel administration, and payroll data preparation, in alignment with global processes and local practices
- Ensure high data quality and accuracy of HR information in internal business systems
- Provide first level support to the employees and managers
- Utilizing the DHI ticketing system, analyze and improve HR processes
- Contribute to the development and maintenance of a Knowledge Management System
- Maintain partnership with other business support functions to ensure alignment across functions and cross functional Continuous Process Improvements.
- Generate ad-hoc HR reports as requested
- Serve as the primary point of contact for external personnel administration matters
- Collaborate closely with Regional HR Business Partners in APAC to implement HR programs and deliver consistent service
- Support the implementation of HR systems and tools, working with cross-functional teams to streamline processes
- Coordinate with global and regional HR teams to maintain consistency in HR templates, while adapting to local regulatory and business requirements

Who are we looking for?

- Bachelor's degree (preferably in economics, people related fields or administration)
- Minimum 3 years of experience in HR Shared Services
- Hands-on knowledge and experience of employee lifecycle processes
- Understanding of local legal requirements
- Experience in supporting HR processes on a regional/global level is a plus
- Understanding and practical experience with HR Operations
- Experience with a global HR System is preferred
- Continuous Process Improvement mindset is preferred
- Proficiency in English

Personal Skills

- Excellent communication skills, both written and verbal
- A customer-oriented mindset with a strong focus on service quality
- Ability and motivated to work in an international and multicultural environment

- Comfortable working in a dynamic, fast-changing environment and adaptable to handle change
- Prefers to create new processes rather than simply working according to established routines
- Strong analytical and problem-solving skills
- Strong team player who can also work independently with minimal supervision

We Offer

- A career position with an internationally recognized company with a premium brand
- A great opportunity to utilize, shape and expand your skills and expertise
- A team of highly specialized and dedicated colleagues
- Close collaboration with global HR team

Office Location

- You will be located in our office in Kuala Lumpur

How to apply

- To apply, please follow the button below and upload your CV
- For more information, you are welcome to contact Gabriella Kokai (gako@dhigroup.com),
Director Global HR Operations
- Deadline for application is **30 April 2025**