



Job Description

Position Title	Assistant Manager, Human Resources
Department	Office of Human Resources
Reporting To	Head of Human Resources
Date	August, 2017
Type of Position	Regular

POSITION DESCRIPTION

The incumbent will assist with the day-to-day operations of the human resources functions and duties. He/She will also carry out responsibilities in some or all of the following functional areas: departmental development, HRIS, recruitment, employee relations, training and development, benefits, compensation, organization development, executive administration, and payroll.

DUTIES AND RESPONSIBILITIES

The candidate will be responsible for:

- Recruitment process including creating job descriptions, posting positions, shortlisting, interviewing, negotiating and on-boarding.
- Orientation of newly hired staff and faculty members.
- Training and Development of employees internally as well as through third parties.
- Providing leadership role in day-to-day operations of the HR functions and responsibilities.
- Serving as a point of contact with Academic Operations department.
- Maintaining employee data on HRIS
- Managing leave and attendance on HRIS
- Assisting in developing the documentation related to visa, bank letter, employment letters, etc.
- Ensuring that payroll for all staff and faculty are processed timely and accurately.
- Ensuring that supporting data (absences, bonus, leaves, etc.) for payroll are regularly and timely updated.
- Planning and execution of employee engagement events.
- Issuing and maintaining the record relating to disciplinary actions.
- Coordinating with the health and life insurance vendors for fluctuation as well as claims.
- Processing probationary evaluations and confirmations.
- Processing employee separations.
- Maintaining HR presence on different social media channels including LinkedIn and Facebook.
- Any other duties assigned by supervisor.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Minimum Master's degree in Human Resource Management.
Required Experience	4 to 5 years in relevant responsibilities

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal Skills.	High
2.	Analytical Skills	Medium
3.	Self-Management	High
4.	Process Development	Medium