

JOB DESCRIPTION

Position Title	Assistant Manager, Human Resources
Department	Office of Human Resources
Reporting To	Manager, Talent and OD/Manager Rewards and Services
Type of Position	Full Time

POSITION DESCRIPTION:

To assist with the day-to-day operations of the Office of Human Resources. Ensuring smooth execution of all functional areas i.e., training and development, recruitment, employee relations, benefits, compensation, organization development, HRIS, executive administration, and payroll etc

DUTIES AND RESPONSIBILITIES:

- ✓ Provide high quality professional advice and support to managers and staff for all HR related matters.
- ✓ Recruiting and interviewing potential applicants on experience, skills, and education.
- ✓ Contacting applicants' references
- ✓ Performing administrative tasks
- ✓ Organizing new employee orientation, on-boarding, and training programs
- ✓ Prepare training plans and schedule, track and monitor training budget to achieve resource optimization.
- ✓ Liaise with internal and external trainers on the scheduling of funded and non-funded courses.
- ✓ Review, source and assess existing and new trainers, programs, learning materials and learning aids and resources to meet the specific requirements.
- ✓ Monitor and evaluate training assessment reports to meet continuous improvement of audit guidelines.
- ✓ Work closely with the Operations team to ensure employee information is kept up to date, and any problems identified and addressed
- ✓ Maintaining employee records and paperwork

JOB SPECIFICATIONS:

Required Qualification	✓ Master's / Post Graduation
Required Experience	✓ 3 to 4 Years in relevant role

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

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