



Job Title: HR Assistant (Temporary)
Business Unit: HR Department

Job Summary

We are seeking an enthusiastic and driven HR intern to join our Talent Management team and assist in our mission to attract, retain, and develop top talent.

Main Responsibilities

- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Conducting interviews and selecting the most qualified candidates
- Posting job advertisements to job boards.
- Make phone calls to new candidates and keep them updated on the status of their applications.
- Preparing and sending offer and regret letters or emails to candidates.
- Onboarding new employees effectively.
- Upgrade & Upkeep filing system.
- Provide excellent customer service to internal employees by assisting them with any queries they may have.
- Assisting in the planning of company events.
- Responding to staff queries regarding HR policies, employee benefits, and other HR-related matters
- Assist the HR team in all talent management endeavors.
- Provide administrative support to the HR Team.

Job Requirements

- Diploma or bachelor's degree in human resources management or other related field.
- Excellent attention to detail.
- Excellent communication skills both written and verbal.
- General knowledge of HR the best practices would be an advantage.
- Excellent administrative and organizational skills.

The company reserves the right to call only the qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.

We are looking for a HR Assistant to join our Talent Management team on a temporary basis to cover for an employee going on maternity leave.