

JOB PROFILE

Position Title: HR Admin Assistant
Reporting To: Operations Manager / CEO
Level: Staff

Job Purpose

Provide assistance by performing HR and Admin duties with excellent organizational skills and having the capacity to handle sensitive information with high confidentiality. Perform excellent administrative skills to create a professional and friendly workplace environment.

Key Responsibilities and Accountabilities

- Maintain employee records updated and accurately (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Assist in payroll preparation by providing relevant data, such as time attendance, absences, bonus and leaves, National Holidays, salary increment notice and so on.
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information.
- Coordinate HR projects, meetings and training seminars
- Utilize job platform to post job ads on careers pages and process incoming resumes, schedule interviews for shortlisted applicants and endorse to manager the potential candidates for further reviews.
- Handle both external and internal queries accordingly
- Prepare reports and presentations for internal communications if needed.
- Provide orientations for new employees by sharing onboarding packages and explaining company policies.
- Any other task that will may be assigned.

Job Requirements

- Bachelor's degree in Human Resources, Psychology or any relevant field
- Proven work experience as an HR administrative assistant
- Excellent skills in using MS Office applications
- Solid background in Labor law.
- Outstanding organizational and time-management skills
- Professionalism and Teamwork skills