

Job Description

BASIC FUNCTIONS:

This is an entry-level position in Human Resources that is responsible to co-ordinate and provide support in monitoring human resources programs and policies including recruitment, learning and development, performance management etc.

QUALIFICATIONS:

- Relevant Degree or Diploma (Human Resources)

SKILLS:

- Ability to manage multiple deadlines in a fast-paced environment
- Excellent written and verbal communication skills with grammatical accuracy
- Proficiency in Microsoft Office are a must
- Excellent organizational skills
- Good attention to detail
- Basic development skills
- Basic knowledge of basic concepts and procedures, performs a variety of routine tasks or assignments

ACCOUNTABILITIES:

- Design, implement and monitors Human Resources programs and policies, including recruitment, learning and development, performance management, compensation, benefits, equal opportunity, and diversity etc.
- Planning and implementing of new Human Resources initiatives and processes.
- Coordinate all aspects of a diverse, multi-disciplinary HR projects including HR process reengineering.