

Human Resources Assistant

Job Role Description

Position Summary

The Human Resources Assistant provides administrative support to the Human Resources department, assisting with recruitment, onboarding, record-keeping, and HR-related activities. This role supports HR processes to ensure safe, efficient, and compliant operations relating to employee needs.

Key Responsibilities

- Assist with recruitment activities, including posting jobs, screening resumes, and scheduling interviews.
- Support the onboarding process for new hires, including preparing documentation and conducting orientations.
- Maintain accurate and up-to-date employee records in physical and digital formats.
- Respond to employee inquiries regarding company policies, benefits, and HR procedures.
- Assist in processing payroll and maintaining confidential information.
- Help organize company events, trainings, and meetings as required.
- Support compliance with labor laws and organizational policies.
- Perform other administrative tasks and ad-hoc duties as assigned.

Qualifications and Skills

- Diploma or degree in Human Resources, Business Administration, or related field preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- High attention to detail and accuracy.
- Ability to handle sensitive and confidential information with discretion.
- Proficient in MS Office applications and HRIS systems is a plus.

Reporting Line

Reports to: Human Resources Manager