

## Job Description: HR Administration/Support

### Job Summary/Objective:

To provide administrative support to the Human Resources department, acting as the first point of contact for HR-related queries from employees and external partners.

### Responsibilities & duties:

- Provide administrative assistance in recruitment and onboarding
- Maintain personnel records
- Prepare and manage HR documents (e.g. employment records and onboarding guides)
- Maintain and update employee / HR systems
- Maintain an efficient filing system and ensure that all confidential matters pertaining to HR Administration are kept confidential
- Prepare monthly HR metrics and reports
- Coordinate learning and development initiatives
- Provide first level payroll and HR assistance to all employees
- Ensure timely response to stakeholder queries
- Drive continuous improvement across the HR process

### Skills/Attributes required:

- Strong understanding of HR systems and procedures
- Excellent verbal and written English communication skills
- Proactive, highly motivated, organised and flexible
- Attention to detail and accuracy
- Experienced with MS Office including Word, Excel, and Outlook
- Experience with HR programs/applications (preferred)
- Experience working with Western companies (preferred)

### Qualifications/Experience required:

- Bachelor degree preferably Business Administration, Human Resources, Payroll
- 2+ years(s) experience in Human Resources support role (preferred)