* Assist with day to day operations of the HR functions and duties
* Coordinate communication with candidates and schedule interviews
* Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process in all CTC projects.
* Closed job advertisements from HRIS once vacancies have been filled.
* Preparing and sending offer and rejection letters or emails to candidates.
* Updating HRIS by inputting new employee contact information and employment details.
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc
* Coordinate HR projects (meetings, training, surveys etc) and take meeting of minutes
* Complete hiring process of HRIS systems and databases
* Maintain employee records (attendance, Documentation) according to policy and legal requirements in HRIS.
* Complete payroll preparation by providing relevant data (absences, leaves, etc) in the end of month
* Create and implement effective onboarding plans and Conduct initial orientation to newly hired employees.
* Coordination with the staff and ACs/IOs for performance evaluation processes in HRIS
* Responding to staff investigation regarding HR-related matters.
* Support the management of disciplinary and grievance issues on different project
* Report to management and provide decision support through HR metrics
* Ensure legal compliance throughout human resource management

Assist with day to day operations of the HR functions and duties • Provide clerical and administrative support to Human Resources executives • Compile and update employee records (hard and soft copies) • Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc) • Coordinate HR projects (meetings, training, surveys etc) and take minutes • Deal with employee requests regarding human resources issues, rules, and regulations • Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc) • Communicate with public services when necessary • Properly handle complaints and grievance procedures • Coordinate communication with candidates and schedule interviews • Conduct initial orientation to newly hired employees • Assist our recruiters to source candidates and update our database