

## **HR Assistant**

### **Responsibilities :**

- To assist department in carrying out various human resources programs and procedures for all company employees.
- To assist in administration of compensation program, help to monitor performance appraisal process
- To support in training administration
- Monitoring employee referral and staff welfare program
- To maintain Human Resource Information System records and compile reports from database as needed.
- To help to maintain company organization charts and employee directory
- Provide support in the day to day administration for commission processing.
- Maintaining staff records, filing systems and updated employee database.
- Filing, data input, typing and other clerical duties.
- Prepare letter of confirmation, transfer, termination, promotion, increment , bonus, etc.
- Follow up on staff confirmation and ad-hoc staffing matters
- Checking and recording of benefits claims
- Leave administration for Head Office staff.
- Administer medical related matters.
- Any other duties that may be assigned from time to time by the management.
- Preparation monthly pay slips

### **Requirements:**

- Candidate must possess at least a Diploma in Human Resource Management or equivalent
- At least 2 year of working experience in Human Resource Department.
- Able to work with minimum supervision.
- Able to communicate well in English
- Good administrative and organization skills.
- Proficient in Microsoft office applications ( Word & Excel )
- Required skills : able to interact comfortably with all levels of people, well organized and meticulous in work, able to meet deadlines and targets.

