

Position: Regional HR & Administration Assistant

Education: Bachelor's degree in relevant field

Years of Experience: 0-1 years of experience in a similar position

Brief Description on Duties:

- Assist in documenting all the HR activities/files and ensure maintaining them in secure and easily accessible files
- Prepare all salary certificates, employment certificates or any other certificates requested by employees requested by employees and submit to the Regional HR & Administration Coordinator for review and further processing
- Gather data related to induction process and documenting the process related to each position
- Instruct the recruit on needed documents to complete their files. Thereafter, process & prepare NSSF/MOF and other related documents
- Announce new hire, communicate & avail all needed work tools per job description (Email, signature, device...etc.)
- Prepare a tracker including all benefits paid to the employees for further reference (Insurance, trip, benzene, phone...etc.)
- Ensure that all leave balances of employees, as recorded on the system, are reflective of the actual leave take. Perform periodic reconciliation and revision to ensure accuracy.
- Continuously update employee's permanent and current files to ensure completeness and accuracy and report to the Regional HR & Administration Coordinator in case missing documents have been identified
- Ensure that the office is always equipped with the necessary kitchen & cleaning supplies
- Prepare all items related to the company's events (Excluding events related to marketing activities)
- In coordination with other department heads, monitor the stock level of office supplies/ stationery in a timely manner to ensure that the office is sufficiently equipped and prepare the necessary request documents.
- Monitor the cleaner's activities in compliance with guidelines to ensure that the office is always clean and that the work environment is suitable for the company's staff.
- Update HR databases (e.g., new hires, separations, vacation, and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, and leaves
- Prepare drafts for HR& Administration policies and procedures to be reviewed with the Regional HR & Administration Coordinator
- Post job ads on careers pages and process incoming resumes

- Manage the department's telephone center and address queries accordingly
- Follow up with the Pest control Contractor to comply with visit schedule
- Coordinate & follow up with service providers handled by the Regional HR & Administration Department to fulfill company needs

Skills Required:

- Working under pressure and proven record of deadline commitment.
- Detail oriented
- Oral and Written communication skills
- Attention to details
- Organizational skills