



HUMAN RESOURCE EXECUTIVE Job Description

	<i>Definition</i>
#	Working under the supervision of the Operations Manager & Directors, the full-time Human Resource Executive will carry out duties assigned to them in a professional manner. Will seek to gain knowledge of the companies' procedures and expand their work ethic.
	<i>Duties & Responsibilities</i>
+	Responsible for overall quality system in HR department
+	Understanding and executing staffing requisition, requirements and issues from all departments
+	Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents.
+	Sourcing candidates via recruitment agencies and job online advertisement
+	Screening the candidates by resume shortlisting, phone interview and personal interviews with coordination with the concerned departments & background verification of the shortlisted candidates
+	Issuing Letter of Offer/Intent/Employment to the selected candidate
+	Maintain employees' leaves, medical and attendance record. Keeping track of employees' attendance / absenteeism and report to Operations Manager.
+	Review, update and maintain proper filing such as employees' medical insurance policies
+	Conduct orientation program and briefing to new employee
+	Setting up / Update / Forward email addresses for new employees and resigned employees.
+	Attending / Understanding employee's grievances in their work engagement level and implement corrective measures for them
+	Conduct exit interviews to identify reasons for employee's termination
+	Planning of company events or activities on occasions by management's approval
+	Organising training sessions or trainings for employees ensuring they are fully equipped to be able to perform their duties.
	<i>Knowledge, Skills And Abilities</i>
*	Possess a degree in Human Resource
*	At least 1 year working experience in the HR field.
*	Computer literate particularly with Microsoft Outlook, Microsoft Excel, Microsoft Word & Microsoft Power Point.
*	Strong organizational skills with excellent attention to details, willingness to develop & learn new skills.
*	Good writing, analytical and problem-solving skills.
*	Able to work under pressure and efficiently.
*	Ability to communicate effectively & professionally
*	Ability to operate standard office equipment, including but not limited to, computers, telephone systems, typewriters, calculators, copiers and facsimile machines.
*	Ability to follow oral and written instructions.
*	Positive & pro-active attitude towards work
*	Ability to work independently and as part of a team.
*	Ability to speak good English. Local dialects are a bonus.
*	Discretion, confidentiality and professionalism at all times.