



## HR COORDINATOR

Your role as an HR coordinator will be far from one-dimensional. You'll undertake a wide range of HR tasks, like organising trainings, administering employee benefits and leaves and crafting HR policies. You will use Human Resources Information Systems to ensure all employee records are up-to-date and confidential. And you'll also act as the main point of contact for employees' queries on HR-related topics.

The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organisation as a whole.

## **Responsibilities**

- Administer compensation and benefit plans
- Assist in talent acquisition and recruitment processes
- Conduct employee onboarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Gather and analyse data with useful HR metrics, like time to hire and employee turnover rates
- Organise quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organising team building activities
- Ensure compliance with labor regulations

## **Requirements and skills**

- Proven experience as an HR Generalist
- Understanding of general human resources policies and procedures
- Good knowledge of employment/labor laws
- Outstanding knowledge of MS Office; HRIS systems (e.g. PeopleSoft) will be a plus
- Excellent communication and people skills
- Aptitude in problem-solving
- Desire to work as a team with a results driven approach
- BSc/BA in Business administration or relevant field
- Additional HR training will be a plus