

Job Title: HR Officer

Job Description:

We are seeking an experienced HR Officer to join our team. The HR Officer plays a crucial role in supporting the implementation of HR strategies and policies, ensuring compliance with employment laws, and providing HR services to employees. Your main responsibilities will include recruitment and selection, employee onboarding, HR administration, performance management, and employee relations.

Responsibilities:

Assist in the recruitment and selection process, including posting job advertisements, screening resumes, conducting interviews, and coordinating the hiring process.

Conduct employee onboarding activities, including new hire orientation, paperwork, and benefits enrollment.

Maintain accurate employee records and HR databases, ensuring data confidentiality and compliance with data protection regulations.

Assist in the implementation and administration of HR policies, procedures, and programs.

Support performance management processes, including goal setting, performance evaluations, and coaching sessions.

Handle employee inquiries and provide guidance on HR policies, procedures, and benefits.

Assist in employee relations matters, including conflict resolution, disciplinary actions, and grievance handling.

Coordinate and participate in employee engagement initiatives and events.

Assist in the development and delivery of HR training programs.

Stay updated on employment laws and regulations to ensure compliance and proactively address any changes or updates.

Qualifications:

Bachelor's degree in Human Resources, Business Administration, or a related field.

Proven experience as an HR Officer or in a similar role.

Sound knowledge of HR policies, procedures, and employment laws.

Strong interpersonal and communication skills, with the ability to build effective relationships with employees and stakeholders.

Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

Attention to detail and accuracy in HR data management and documentation.

Ability to handle confidential information with integrity and discretion.

Proficiency in HR software systems and Microsoft Office Suite.

Knowledge of HR best practices and industry trends.

Professional certification in Human Resources (e.g., PHR, SHRM-CP) is a plus.

If you possess the required experience and skills and are eager to contribute to our dynamic team, we invite you to submit your application and join us in our mission to create a positive and engaging work environment.