



Job Description

POSITION:

Human Resource Assistant

ROLE:

Provide administrative support in order for the company to operate efficiently. It also supports HR and other managers in variety of tasks related to the organizations. Admin also helps HR in identifying either human capital or assets of the company.

RESPONSIBILITY:

1. Assist in human recruitment, interviews, screening and inductions.
2. Prepare related paperwork and report.
3. Develop and maintaining a filing system for all the confidential and sensitive material of the company.
4. Keep track with the employee's leave and attendance.
5. Renewing employee and company insurance and company vehicles.
6. Assist in preparing quotation and prepare purchase order form for client.
7. Manage the company inventory.
8. Prepare letter and any other administration related matters such as verification letters, authorize letters.
9. To arrange meeting schedule and room availability.
10. Prepare refreshments for guests, clients and customers.
11. Manages the office supplies, such as stationary, toiletries, refreshment stocks for customers.
12. Arrange flights and accommodations for trainings whenever necessary.
13. Produce and distribute letters, memo and forms.
14. Preparing minutes of meetings.
15. Assists in additional tasks when required.

QUALIFICATION & EDUCATION REQUIREMENT:

1. O-Level or any equivalent.
2. At least 2 years of working experience.

PREFERRED SKILLS:

1. Able to multi-task.
2. Fast Learner.
3. Great communication skills.
4. Able to meet deadline.
5. Time management and organizing skills.