

# Assistant Manager HR

Job

Position Title: Assistant Manager HR
Reports To: GM Corporate Affairs
Department: Human Resource
Position Grade: III
Direct Reports: Manager HR & Admin
Advertisement Date: 3rd April 2024
Last Date to Apply: 24th April 2024

Main Purpose (Role Summary)
<ul style="list-style-type: none"><li>The Assistant Manager HR is responsible to support Manager HR in related human resource management and development matters. He/she will have a role not limited to assisting in OD &amp; Learning, performance appraisals, HRIS management, and payroll.</li></ul>

Principal Accountabilities (Duties & Responsibilities)
<p>Key Responsibilities</p> <ul style="list-style-type: none"><li>Serve as a point of contact for employee inquiries regarding HR policies, rules, and employee benefits</li><li>Assist in the development and implementation of employee engagement initiatives</li><li>Maintain personal files of all employees in a prescribed format and keeping record.</li><li>Support the performance appraisal process and provide guidance to employees wherever required.</li><li>Assist Manager HR in the development of related employees’ performance improvement plans (PIP) and facilitate the process.</li><li>Maintain accurate records of employee PIP evaluations and feedback</li><li>Assist Manager HR in ensuring compliance to the Federal and other related employment laws and regulations</li><li>Identify training needs and assist in the development of training programs for all employees.</li><li>Coordinate employee training sessions and workshops.</li><li>Track and evaluate the effectiveness of training initiatives.</li><li>Support Manager HR in all types of audit.</li><li>Any other task assigned by Supervisor/HOD</li></ul>

Qualification & Experience
<ul style="list-style-type: none"><li>At least 16 years of education with specialization in HR (MBA Preferred) from well reputed HEC recognized institution.</li><li>At least 3 years of relevant experience.</li><li>Candidates having HR certification from accredited professional body and experience implementation and management of HRIS will have advantage.</li></ul>

Knowledge & Skills
<ul style="list-style-type: none"><li>Understanding of HR policies, procedures, and relevant labour and related laws.</li><li>Excellent interpersonal and communication skills.</li><li>Ability to maintain confidentiality and handle sensitive information with discretion.</li><li>Detail-oriented with strong organizational and time management skills.</li><li>Proficient in Microsoft Office Suite and HRIS software.</li><li>A team player</li></ul>

Advertisement
Advertisement