

HUMAN RESOURCE ADMIN

REQUIREMENTS/CRITERIA

- 2-3 years' experience as HR officer, Administrator or other HR position
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- BSc/BA in business administration, social studies or relevant field; further training will be a plus
- HR Credentials (e.g. PHR from the HR Certification Institute)