

.....HR MANAGEMENT...BRAINSTORMING.....

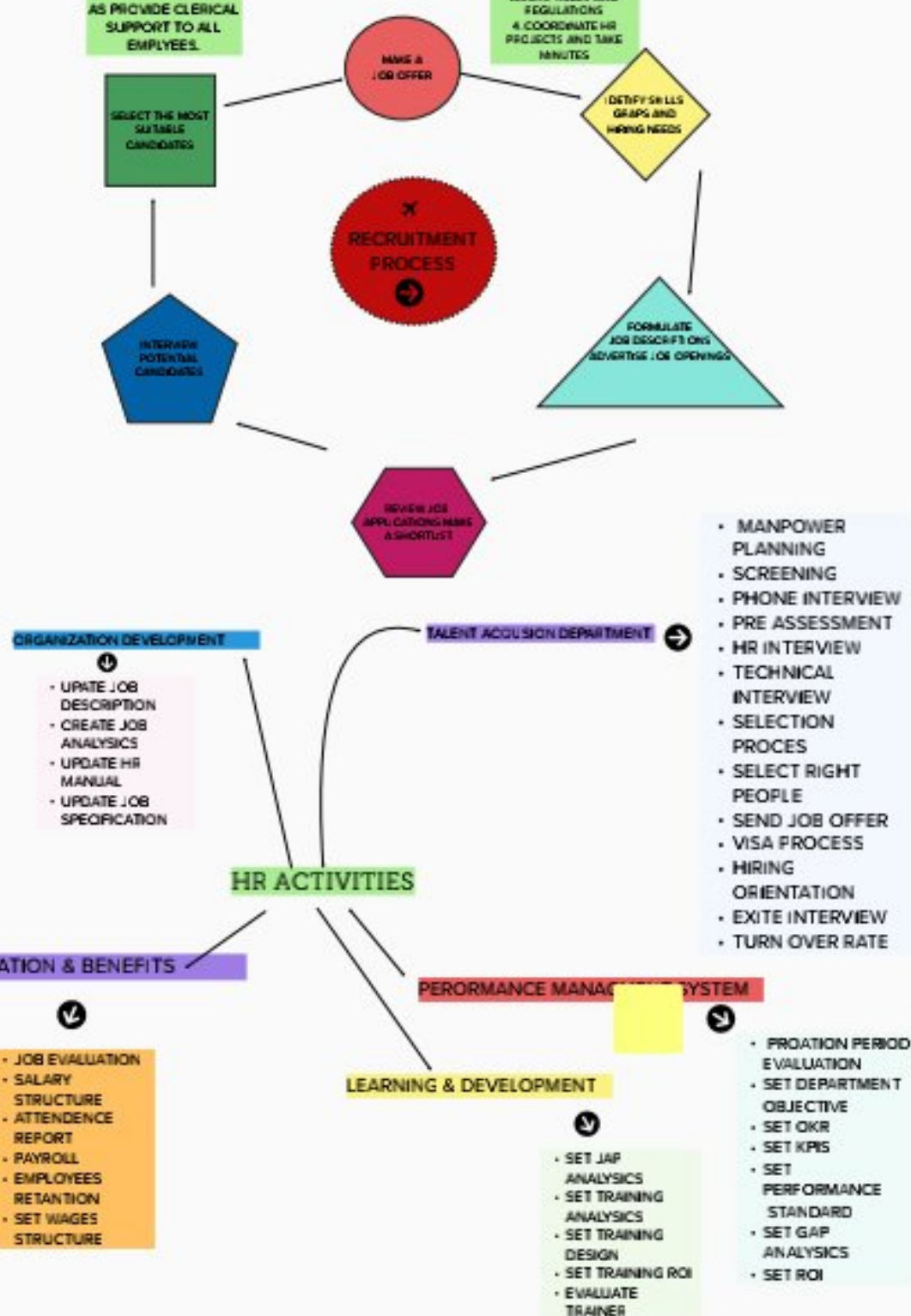
PROJECT NAME	RECRUITING ASSISTANT FOR HR MANAGEMENT
TEAM ID	NM2023TMID18447
DATE	17.03.2023
NAME	VINOTHINI R

HR ASSISTANT JOB DESCRIPTION

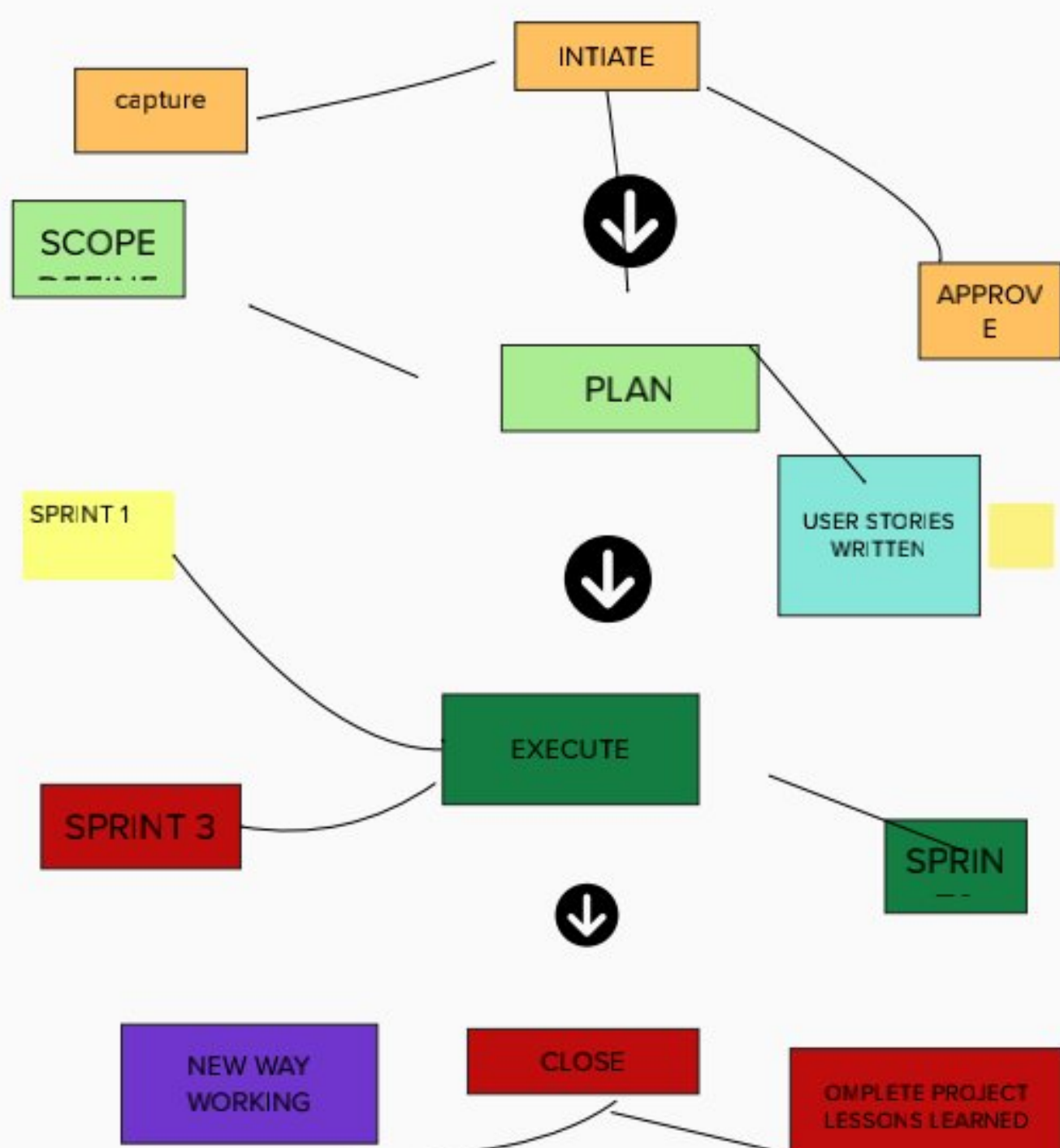
A HUMAN RESOURCES (HR) ASSISTANT IS A PROFESSIONAL WHO IS RESPONSIBLE FOR THE DAILY ADMINISTRATIVE AND HR DUTIES OF AN ORGANIZATION. THEY ASSIST WITH RECRUITMENT AND RECORD MAINTANCE FOR PAYROLL PROCESSING AS WELL AS PROVIDE CLERICAL SUPPORT TO ALL EMPLOYEES.

HR ASSISTANT RESPONSIBILITIES

1. ASSISTING WITH DAY TO DAY OPERATIONS OF THE HR FUNCTIONS AND DUTIES
2. PROVIDING CLERICAL AND ADMINISTRATIVE SUPPORT TO HUMAN RESOURCES EXECUTIVES
3. CONFIRMING AND UPDATING EMPLOYEE RECORDS
4. DEAL WITH EMPLOYEES REQUEST REGARDING HUMAN RESOURCES ISSUES, RULES AND REGULATIONS
4. COORDINATE HR PROJECTS AND TAKE MINUTES



BRAINSTORMING.....



BRAINSTORMING

Brainstorming is a technique that can focus that creativity and help the team discover solutions. There will be situations where acceptable ideas and alternatives have not come forth from the normal team deliberations. In such cases the project manager might suggest a brainstorming session