

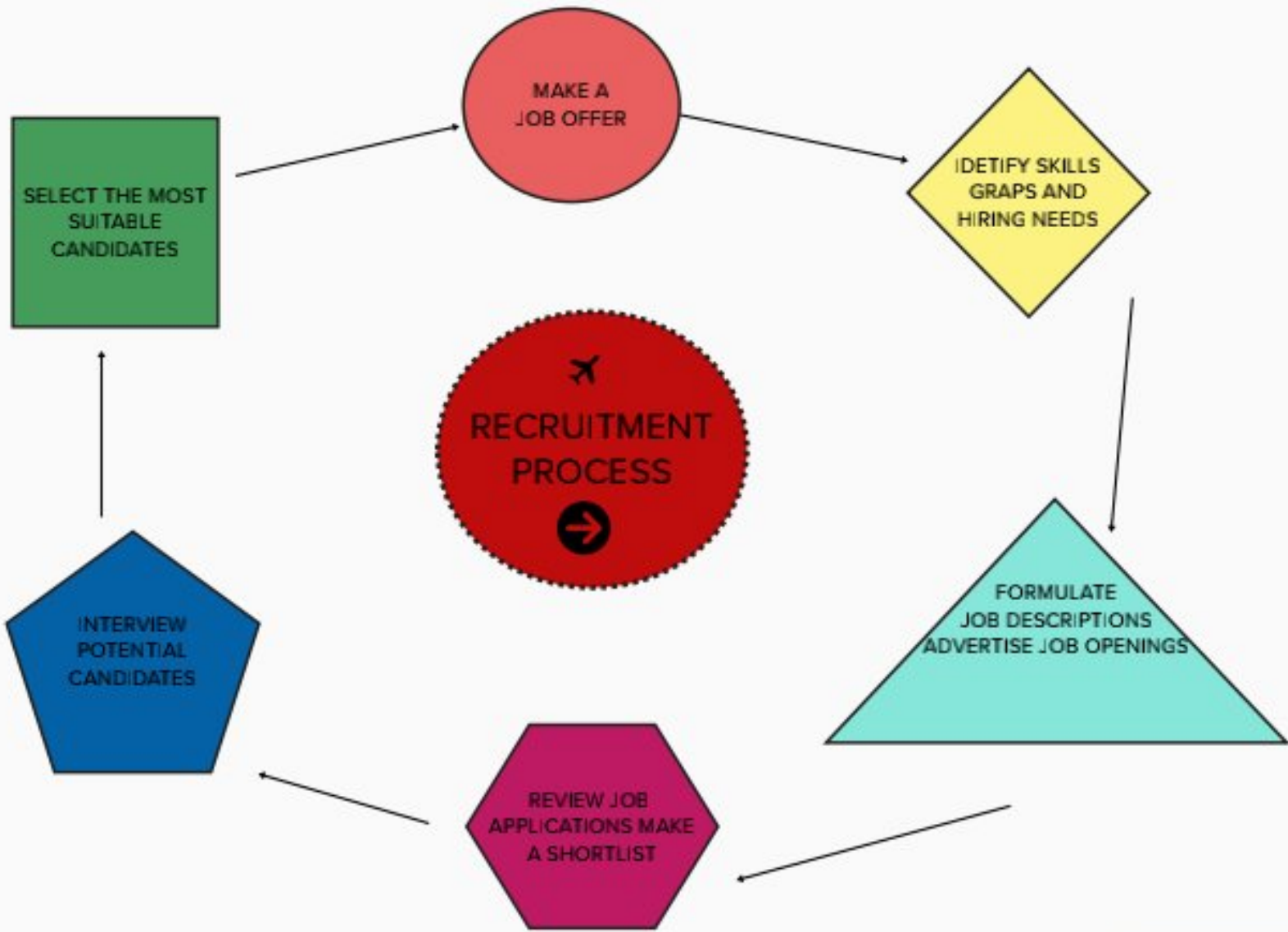
PROJECT NAME	RECRUITING ASSISTANT FOR HR MANAGEMENT
TEAM ID	NM2023TMID18447
DATE	17.03.2023
NAME	VINOTHINI R

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 RESOURCESS EXECUTIVES.
- 3.COMPILING AND UPDATING EMPLOYEE RECORDS.
- 4.DEAL WITH EMPLOYEE REQUEST REGARDING HUMAN RESOURCES ISSURS, RULES AND REGULATIONS
- 4.COORDINATE HR PROJECTS AND TAKE MINUTES



ORGANIZATION DEVELOPMENT

- UPATE JOB DESCRIPTION
- CREATE JOB ANALYSICS
- UPDATE HR MANUAL
- UPDATE JOB SPECIFICATION

TALENT ACQUSION DEPARTMENT

- MANPOWER PLANNING
- SCREENING
- PHONE INTERVIEW
- PRE ASSESSMENT
- HR INTERVIEW
- TECHNICAL INTERVIEW
- SELECTION PROCES
- SELECT RIGHT PEOPLE
- SEND JOB OFFER
- VISA PROCESS
- HIRING ORIENTATION
- EXITE INTERVIEW
- TURN OVER RATE

HR ACTIVITIES

COMPENSATION & BENEFITS

- JOB EVALUATION
- SALARY STRUCTURE
- ATTENDENCE REPORT
- PAYROLL
- EMPLOYEES RETANTION
- SET WAGES STRUCTURE

PERORMANCE MANAGMENT SYSTEM

- PROATION PERIOD EVALUATION
- SET DEPARTMENT OBJECTIVE
- SET OKR
- SET KPIS
- SET PERFORMANCE STANDARD
- SET GAP ANALYSICS
- SET ROI

LEARNING & DEVELOPMENT

- SET JAP ANALYSICS
- SET TRAINING ANALYSICS
- SET TRAINING DESIGN
- SET TRAINING ROI
- EVALUATE TRAINER