

Part-time HR Support

Resource acquisition:

- 1- Regular filtration of candidates in job search websites (IranTalent, Linked-In etc)
- 2- Writing the job specifications and circulate via technical mail-lists
- 3- Arrange First telephone interview
- 4- Arranging face to face interview
- 5- Participate in resource evaluation
- 6- Communicating decisions to the person
- 7- Receive relevant contractual documents

Performance evaluation:

- 1- Scoring sprint deliverables per individual per sprint
- 2- Evaluating individual performance per sprint
- 3- Report performance to the manager
- 4- Refine and refactor individual's KPIs per month

Skills Required:

- 1- Good English Writing and speaking skills
- 2- A great communicator
- 3- Comfortable with office tools and remote working
- 4- Quick learner
- 5- Good knowledge of software technical term with the ability to adapt quickly and comfortably
- 6- Attention to the details
- 7- Excellent with time management
- 8- Previous experience in HR Positions is mandatory