We are looking for a skilled HR Officer who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you’ll contribute to making the company a better place to work.

If you are passionate about HR and highly efficient, give us a chance to meet you. We expect you to have knowledge of various HR functions. We want to see a committed and approachable individual and be impressed with your character and skills.

The goal will be to provide excellent assistance and support to employees and managers.

<h2>Responsibilities</h2>

Support the development and implementation of HR initiatives and systems

Provide counseling on policies and procedures

Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process

Create and implement effective onboarding plans

Develop training and development programs

Assist in performance management processes

Support the management of disciplinary and grievance issues

Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements

Review employment and working conditions to ensure legal compliance