

## Internal Vacancy Announcement

### Position Description

Job Title: HRBP Sr. Executive	Reporting To: Maram Mersal
Department: HRBP	Direct Manager (Title): HRBP Supervisor
No. Of Vacancies: One	Date Of Internal Ad: 15-July-2025
Dead Line for Receiving Application: 20-July-2025	AD No.:

### Duties & Responsibilities

**KRA1: Operations' hiring and resignation processes:**

- 1- Conduct orientation, contract signing sessions for new hires and collect hiring documents.
- 2- Update headcount with employees' information.
- 3- Update ER, Operations and Workforce with required reports.
- 4- Calculate employee end-of-service transactions

**KRA2: Operations' payroll process coordination:**

- 1- Ensure the compliance of agents' achievements.
- 2- Collect employee incidents to calculate net deductible/added days/hours.
- 3- Manage salary increase and refund cases.

**KRA3: Operations' requests coordination and HR Services' provision.**

- 1- Fulfill employee requests with required time.
- 2- Arrange salary cash payments and annual balance.
- 3- Manage monthly payroll and medical cards procedure.
- 4- Conduct renewal contracts signing.
- 5- Coordinate internal vacancies process.

### Required Qualification

- Communication skills.
- Presentation Skills
- Time and resource management
- Business writing
- Agility, Mobility and adaptability.
- Organizing
- MS Excel.

### Conditions for Position Applications

- **Gender:** Male or Female
- **Educational Background:** University Degree "Graduates", or 4<sup>th</sup> Year.
- **Work Experience:** Minimum 3 Months in the Call center industry.
- **English Language Level:** Very Good
- **Flexibility to work in All ISON premises** and mainly Horizon Premise.

**We wish you all the best of Luck**