Your primary responsibilities as an HR assistant will include:

* Posting job advert as instructed by HR manager
* Monitoring job posts and applied candidates
* Scheduling Interview by taking initial interview over phone form the screened cvs of HR manager.
* Participating in interview day and taking workshops of the selected candidates after interviews.
* Taking part in the induction program and sending induction day report to rob
* Do background check and after that send report to ROB and manager before the joining.
* Assisting HR to do social media marketing for SI and TC
* Create a profile and send them online tests (Psycho Test 1, Rules Quiz, QC check)
* Send the “Updating Employee Database” form.
* Send welcome email – will be automated soon
* Update employee “joining date” spreadsheet
* Update employee service book
* Add CV to the “current employee CV” folder.
* Ask for a photo and update WM information accordingly
* Monitoring an assisting the new employees during their training days.
* Making employee profile summary and adding in WM so it can be visible to our website.
* Participating with HR to organize employee of the month ceremony.
* Assisting MD while the HR manager will be in leave or stuck with any other work.
* Learning insight of the running employees – silent observation – a crucial part of the HR team.
* Following up any email to Rob if required.
* Any other tasks that assign from me or Boss.