

| Job Title  | HR Specialist  |
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| <b>Organisation</b>                                | Challenge Aviation Services  |
| <b>Location</b>                                    | Malta  |
| <b>Reports to</b>                                  | HR Manager   |
| <b>Position Code</b>                               | CAS62  |
| <b>Job Purpose</b>                                 | Challenge Group is an international Group of companies within the Aviation industry, based in Malta. The group is experiencing significant growth, and as a result we are looking for an HR Specialist to join our HR team. In this role you will be responsible for managing and supporting various aspects of the human resources functions including administrative tasks, recruitment and employee relations.  |
| <b>Responsibilities</b>                            | <ul style="list-style-type: none"> <li>• Handle the recruitment cycle from communicating with different channels to promote roles, to sourcing, screening and interviewing candidates</li> <li>• Coordinate the onboarding program for new employees and ensure consistency and collaboration, promoting company vision and values</li> <li>• Ensuring all employee records are maintained and updated with new hire information or changes in employment status.</li> <li>• Assist in resolving employee relations issues, providing guidance and support to employees and managers.</li> <li>• Work closely with managers and collaborate on employee retention strategies, incentive and motivation initiatives</li> <li>• Coordinate the year-round performance management initiatives</li> <li>• Contribute to HR projects and initiatives aimed at enhancing employee experience and engagement.</li> <li>• Support the HR team with ongoing projects and ad hoc duties as they arise</li> </ul> |
| <b>Job Requirements</b>                            |  |
| <b>Education</b>                                   | <ul style="list-style-type: none"> <li>• Bachelor Degree in HR or Psychology or a relevant field</li> </ul>  |
| <b>Experience, Skills, and Personal Attributes</b> | <ul style="list-style-type: none"> <li>• Experience of at least 2 years in a similar position.</li> <li>• In-depth knowledge of labor law and HR best practices.</li> <li>• Knowledge of HR systems and databases.</li> <li>• Proven experience in the field of recruitment.</li> <li>• People oriented and results driven.</li> <li>• Excellent verbal and written communication skills in English.</li> <li>• Strong attention to detail, with the ability to perform effectively under pressure. Assertive and proactive, with a positive, can-do attitude</li> <li>• Exceptional active listening, negotiation, and presentation skills</li> </ul>   |