

## HR Specialist - CAL310

### Job Description

<b>Reports to</b>	<b>HR Manager</b>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist with all internal and external HR related inquiries or requests</li> <li>• Supporting the global recruitment and sorting process by sourcing, filtering CVs, conducting first interviews, coordinate assessments, and issuing employment contracts.</li> <li>• Managing employee life- cycle globally</li> <li>• Ongoing admin assistance in implementing HR processes and strategy</li> <li>• Assist in implementing all Group HR policies and procedures.</li> <li>• Manage the global on/off boarding processes</li> <li>• Support in executing welfare yearly plan</li> <li>• Handle HR operational tasks and manage employee’s data on HR systems</li> <li>• Prepare reports and KPIS HR results according to the company requirements</li> <li>• Support in implementing variety of global HR projects (Employee Evaluation, Employee Experience, Management Development)</li> </ul>
<b>Job requirements</b>	
<b>Education Experience</b>	BA in human resources or related (essential).
<b>Experience Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• 2-3 years of experience as an HR coordinator/Generalist/Specialist (essential).</li> <li>• Exposure to Labor Law and employment equity regulations.</li> <li>• Effective HR administration skills.</li> <li>• Full understanding of HR functions and best practices.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Works well under pressure and meets tight deadlines.</li> <li>• Fantastic organizational and time management skills.</li> <li>• Strong decision-making and problem-solving skills.</li> <li>• Meticulous attention to detail.</li> <li>• Fluent in English</li> </ul>