

#### Assistant Manager HR Job Duties:

- Assist HR Manager in the function of HR Department.
- Assist in recruiting and interviewing potential applicants on experience, skills, and education.
- Co-ordinate with HR Manager drawing up plans for future personnel hiring procedures.
- Performing administrative tasks.
- Overseeing employee benefits.
- Organizing and managing new employee orientation, on-boarding, and training programs.
- Updating job requirements when needed under the advice of HR Manager.
- Contacting and verifying applicant's references and documents.
- Explaining and providing information on employee benefits, programs.
- Ensuring legal compliance for human resource as per the requirement of law.
- Maintaining employee records and internal communication.
- Answering employee questions and addressing employee concerns with company.
- Reviewing procedures for employee performance.
- Representing employer in meeting organized by Authorities and recruiting events.
- Working closely with HR Manager & various departments to understand and implement policies and procedures.
- Liaising with Department Managers for staff performance.
- Recruiting of staff, which involves preparing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates.
- preparing staff handbooks.
- advising on pay and other remuneration issues, including promotion and benefits
- undertaking regular salary reviews
- negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions
- Administering payroll and maintaining employee records.
- Interpreting and advising on employment law.
- dealing with grievances and implementing disciplinary procedures
- Developing HR planning strategies, which consider immediate and long-term staff requirements.
- planning and sometimes delivering training, including new staff inductions
- Analyzing training needs in conjunction with departmental managers.