

Human Resource Assistant

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Company: Jobvet Services

Location: Wuse2

Category: other-general

Responsibilities:

- Assist in recruitment processes, including sourcing candidates, conducting interviews, and facilitating the onboarding process.
- Support employee relations initiatives by addressing inquiries, resolving conflicts, and fostering a positive work environment.
- Maintain accurate records and databases related to employee information, benefits, and attendance.
- Collaborate with management to develop and implement HR policies and procedures in accordance with company values and regulations.
- Assist with training and development programs to enhance employee skills and performance.
- Contribute to diversity and inclusion efforts to ensure all employees feel valued and respected.

Requirements:

- Bachelor's degree in Human Resources Management or a related field.
- Previous experience in human resources or administrative roles is preferred.
- Understanding of HR principles and practices, including recruitment, employee relations, and compliance.
- Excellent communication and interpersonal skills, with the ability to maintain confidentiality.
- Strong organizational skills and attention to detail.
- Knowledge of Islamic practices and cultural sensitivities preferred.

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