













JOIN IN ON EXCELLENCE

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SENIOR EXECUTIVE – HR OPERATIONS

-  Maintain up to date HR system information on a timely manner to ensure accurate employee information is updated in the system in order to manage employee life cycle changes as per the organizational requirements.
-  Monitor and maintain all employee leave and attendance records as per the organizational policies to facilitate same for Management information when required.
-  Building employee awareness on the usage of the ERP and HR systems in order to ensure effective and efficient functioning of the HR systems and operations.
-  Troubleshoot and provide immediate response/feedback with accurate information for queries received from employees to enhance efficiency of HR systems and operations.
-  Effective interpersonal communicational skills and being highly collaborative with the ability to work effectively across the company.
-  Must be competent in Microsoft Office Packages (MS Word, Excel, and Power Point).
-  Prepare documentation in relation to employment status and execute same within timelines in order to maintain staff satisfaction.
-  Candidate should possess a Bachelor's degree, from a recognized University or Diploma / Professional qualification in Human Resource Management from recognized institute / university.
-  Minimum 2 years of HR experience in a HR Generalist Role, with exposure of HR & ERP Systems.
-  Good knowledge and understanding of HR processes and ERP systems is a must.
-  Good analytical & presentation skills.
-  Should possess adequate level of proficiency in the HR software.