



## Job Description for Assistant HR Manager

### -- Roles & Responsibility

#### I. Recruitment and deployment support

1. **Recruitment process management:** posting job information, screening resumes, arranging interviews and follow-up communication to ensure the efficiency and standardization of talent selection.
2. **Onboarding and resignation procedures :** Handle employee onboarding procedures (such as contract signing, file creation) and resignation procedures to ensure the compliance of relevant procedures.

#### II. Employee Data and File Management

1. **Employee information maintenance:** Manage employee files, labor contracts and personnel databases to ensure information accuracy and timely updates.
2. **Attendance management and performance statistics:** Supervise employee attendance, record attendance data and prepare Monthly attendance reports, and assist in calculating salary, performance, and reward and punishment records .

#### III. Training and Employee Development

1. **Organization of training program:** Assist in planning and implementing new employee training (including employee induction training, company personnel system operation training), professional skills improvement and other internal training programs to promote employee growth.
2. **Training records and feedback:** Organize training materials, keep records of employee training, track training results and provide feedback on improvement.

#### IV. Employee Relations and Compliance Management

1. **Labor relations management:** Coordinate employee complaints and suggestions, assist in resolving labor disputes, and maintain good communication between employees and enterprises.
2. **Policy compliance guarantee:** Ensure that recruitment, onboarding, and resignation processes comply with labor laws and regulations, and assist in handling statutory deductions such as social insurance and PAYE.

## **V. Corporate culture construction**

plan and implement employee activities (such as annual meetings, cultural and sports activities) to enhance team cohesion.

## **--Minimum Qualification**

- ✓ Bachelor degree with education background of Human Resource management.
- ✓ Minimum of 3 years related HR management experience, preferably in real estate or logistics or hospitality industry.
- ✓ Strong communication and negotiation skills and being able to influence people.
- ✓ Having seasoned experience in employee recruitment including candidates screening, strong interview skill.
- ✓ to be familiar with local labor laws and regulations& rules, having strong skills in managing employee relationship.
- ✓ To be proficient in using MS office, and having experience of using HR management system is also preferred.
- ✓ To be proficient in English speaking and writing.

## **--Benefits**

- ✓ Comprehensive training and ongoing support from Brilliant Development team.
- ✓ Opportunity for career advancement and professional development within the company.
- ✓ 18 days annual leave and Medical insurance.
- ✓ Joining a dynamic and collaborative work environment dedicated to success and innovation.