



JOB DESCRIPTION

Name:	Position: Office Senior, Human Resource & Administration
Division:	Department: Human Resource & Administration
Effective Date:	Rank: OF03
Reporting to:	Position:
<p>General Tasks:</p> <ul style="list-style-type: none"> • Manage work process of recruitment until staff onboarding. • Follow up on monthly vacancy number requests from each department. • Average lead time to recruit employees (according to quantities of requests) • Prepare job posting on social media such as the company’s website, LinkedIn, Telegram, ...etc. • Make monthly report on successful recruitment, challenging and propose new strategy. • Maintain the work structure by updating Job Requirements and Job Descriptions for the announcement, especially HQ headcount. • Work with Graphic Design Officer to make job posters such as A4, FB posts, banners, and leaflets. • Respond to developing and managing Company branding by designing a strategy to promote the working environment, compensation, benefit... etc. • Work with other recruitment agencies for recruitment. • Promote our working environment by joining job fairs or other related events. • Provide opportunities for students – Part-time and Internship • Work with educational Institutions/National Employment Agency to promote Job Offers. • Brief introduction/orientation to new joins. • Handle Security, Housekeeping and keep monitoring to the right procedure. • Handle Internal Training, facilitate for trainers, being own trainer and prepare training proposal. • Working on NSSF claim documents for staffs and support on processing NSSF. • Provide monthly reports for each task to manager. • Other tasks as per assigned 	
<p>Job Requirements:</p> <ul style="list-style-type: none"> • Bachelor’s degree in business administration or equivalent • Proven work experience in HR Recruitment or other related fields • Good command of English, both spoken and written • Familiarity with HR system • Strong teamwork & interpersonal skills • Be friendly, flexible, honest, hard-working, and integrity. • Problem-solving attitude, Confidentiality • Be friendly, flexible, honest, hard-working, and integrity 	

Accepted by:

Approved by:

Acknowledged by:

Worker
Name:

Direct Supervisor
Name:

HRA Department
Name: