



CAREER OPPORTUNITY



Human Resources Officer

Role

- A challenging role responsible for supporting HR activities - Learning, Recruitment, Selection, Development, Compensation, Benefits and Internal Communication – reporting directly to the HR Manager.

Duties and Responsibilities

- Drive HR projects to successful completion within a timely manner.
- Assist in talent acquisition and recruitment processes including posting job ads, pre - screening resumes, interviewing, selection, reference checks and job offers.
- Gather, compile and analyse HR data and KPIs.
- Provide guidance to employees and people leaders in the interpretation of HR policies, procedures and legislative requirements.
- Maintain personnel records both electronic and paper base.
- Data entry in the HRIS database as required.
- Liaise with payroll department.
- Terminations and exit interviews.
- Ensure compliance with local labour law, implement HR processes that support HR policies and practices.

Qualifications and Experience

- University degree or Master's degree in Human Resources.
- Minimum 2 years experience in HR department.
- Experience in Performance Management, Recruitment and Selection will be considered as strong advantage.

Required Skills

- Strong analytical and communication skills.
- Ability to interpret regulatory guidelines/legislation.
- High level of integrity & ethical standards.
- Excellent time management skills.
- Problem-solving abilities.
- Excellent command of the English language
- Computer literacy with working knowledge of MS Office applications.

An attractive remuneration package depending on qualifications that includes 13th and 14th salary, Provident Fund, medical cover, discount scheme is offered. Interested candidates should apply online through Remedica's website

<https://www.remédica.eu/careers/>