


Trainee HR Officer

Avanceon

	Total Positions: 1	Experience: 0-1 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: MASTERS	Job Shift: Morning
	Career Level: Entry Level	Salary Range: Confidential
Category/Industry: Human Resources		Max Age Limit: 24-34 Years
Posted on: 07 December 2016		Expiry Date: 07 March 2017
Job Type: fulltime		

Job Description:

Avanceon is looking for Trainee HR Officer.

- Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, arranging interviews of candidates.
- Securing an efficient HR filing system.
- Successfully coordinating and implementing employee on-boarding.
- Providing support in the on-going personnel administration and the update and
- Preparation of listings/database.
- Assisting in developing and implementing HR policies and ensuring they are always updated on the company portal.
- Maintaining a healthy communication system towards the employees.
- Promoting equality and diversity as part of the company's culture.

Required Skills:

- Proficient in Ms Office
- Excellent communication and strong interpersonal and listening skills
- Self-starter and highly motivated to constantly learn and develop the own knowledge
- Demonstrates professional attitude at work

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