**HR & Admin Officer Job description**

**Job brief**

To provide assistance to managers and employees with respect to HR policies and procedures including: employee relations, recruitment, benefits and the health and safety program.

**Responsibilities**

* Conducting recruitment/exit interviews and recording them accordingly
* Facilitating newcomers joining formalities
* Reviewing & updating job descriptions for all positions regularly
* Handling monthly payroll and yearly forms for employees.
* Liaising with all government agencies to ensure adherence to compliance laws and regulations
* Follow up on confirmation records statutory obligations - PF, ESIC, taxes, gratuity, bonus etc.
* Communicating and explaining the organization's HR policies to the employees
* Handling administration of all contract labor.
* Preparing and submitting all relevant HR letters/documents/certificates/ attendance as per the requirement in consultation with the management
* Handling all employee enquiries & grievances.
* Dispute settlements according to labor law, Factory rules & compliance guidelines.

**Requirements**

* Proficiency with MS Office applications (Excel)
* Excellent communication skills, both verbal and written.
* Demonstrated a strong commitment to confidentiality and professionalism.
* Demonstrated ability to work collaboratively with all levels within the agency, maturity and discretion.
* Demonstrated initiative and sound judgment.
* Ability to work independently and manage time effectively.
* Knowledge of Ceridian or HRIS is an asset.
* Knowledge of Occupational Health and Safety act is an asset.
* Minimum education: community college degree; with two years of office/customer services experiences.