

Human Resource Officer/Executive

UNISTEEL

Job Description

Recruitment and Selection

- Support talent acquisition process by scheduling interviews and administering skills assessment

Learning and Development

- Responsible for identifying training needs, sourcing, facilitating general and specific training programs for employees development and future needs
- Assist with analysis of course evaluations and suggests improvements

General Support

- Assist with HR projects/initiatives
- Assist with daily HR operational needs
- Assist with surveys, slides and reports
- Other ad-hoc tasks assigned

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