

# WE ARE RECRUITING

## An 'HR Officer'

### Responsibilities

- Coordinate all aspects of the recruitment process by preparing job profiles, shortlisting candidates, organizing and conducting interviews
- Ensure successful integration of new recruits through a proper induction process and manage the related administrative process
- Assist in the elaboration of the training plan, organize training session and follow-up with MQA & HRDC
- Maintain the HR database and keep employee files up to date
- Coordinate the performance appraisal exercise
- Manage the health insurance plans and liaise with concerned parties
- Assist in the monthly payroll process
- Prepare HR reports
- Assist in disciplinary and grievance issues
- Act as a point of contact between Management and employees and ensure good employee relations
- Participate in welfare activities and assist in any other HR related projects

### Profile

- Degree in Human Resources Management or equivalent
- 3 years' experience in an HR role
- Understanding of employment laws and employee relations issues
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Proactive and teamwork skills
- Strong ethics and reliability
- Proficient in MS Office
- Proficient in both English and French (Written and Spoken)

Interested candidates should forward their resume by latest 15<sup>th</sup> September 2023 to the Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : [hr.panagora@eclosia.com](mailto:hr.panagora@eclosia.com)

**Only the best candidates will be called for an interview**