

HR Specialist

Responsibilities

Talent Acquisition:

Coordinate with hiring managers to identify staffing needs.

Develop and implement effective recruitment strategies.

Source potential candidates through various channels (e.g., social platforms, job boards, professional networks).

Conduct interviews and evaluate candidates.

Manage the onboarding process for new hires.

Performance Appraisal:

Develop and implement performance appraisal systems.

Coordinate with department heads to set performance standards and goals.

Conduct performance reviews and provide feedback to employees.

Identify training and development needs based on performance evaluations.

Maintain records of employee performance and development.

Fingerprint Attendance System:

Manage and maintain the fingerprint attendance system.

Ensure accurate recording of employee attendance.

Generate attendance reports and address discrepancies.

Train employees on the use of the fingerprint system.

Coordinate with IT for system updates and troubleshooting.

Qualifications

Proven experience as an HR Specialist or similar role.

Strong knowledge of talent acquisition and performance appraisal processes.

Familiarity with fingerprint attendance systems.

Excellent communication and interpersonal skills.

Ability to handle sensitive information confidentially.

BSc in Human Resources Management or a relevant field.

Hiring organization

Roots Management Consultants on
Behalf of Customer

Employment Type

Full-time

Date posted

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