



JOB TITLE: Human Resource Assistant

DEPARTMENT: Human Resource

REPORTS TO: Human Resource Team Leader

PURPOSE AND SCOPE OF ROLE

The primary objective of the role is to attend to and deal with the day to day activities of HR Department and to liaise with SW and its employees and ensure that their needs and issues are attended to.

Key Responsibilities

1. Proactively and consistently role model and promote the 'Solomon Water Way'
2. Escalate issues as required to ensure 'no surprises' for the Leadership Team
3. Ensure no single points of failure exist within the HR Team
4. Assist in the recruitment process by receiving and compiling all applications, preparing shortlisting/culling sheets scheduling interviews, contacting candidates, carrying out cross reference checks, creating files for new employees and providing their employment/remuneration details to the Payroll Officer.
5. Support human resource processes by scheduling appointments/meetings and sending invites, assisting in new staff on-boarding/ orientation, maintaining records and information.
6. Responsible for performing HR file audits and maintaining an up-to-date HR to ensure that all required documents are collected and are maintained in employee files and records.
7. Provides payroll information by receiving time-sheets and attendance records and attaching relevant information required for wage/salary assessments.
8. Maintains employee information by entering and updating employment records and status-change data.
9. Assist in managing and implementing the Solomon Water staff performance appraisal process.
10. Assist in compiling staff training needs information from employees' Performance Objectives and Appraisal (POA) Forms for use in Training Needs Analysis.
11. Assist in logistical support in training and development, town hall meetings, work permit and visa exemptions
12. Assist in carrying out disciplinary measures approved by management including investigation of complaints and recommending course of action.
13. Assist in organizing staff initiatives and activities including Big Losers Program, health related activities, sports, family outings and parties and other events.
14. Assist in compiling staff training needs information from employees' Performance Objectives and Appraisal (POA) Forms for use in Training Needs Analysis.
15. Sort out list of field staff for special medical check and schedule their medical check times.

16. Registry of incoming applications/expression of interest.

17. Maintains employee confidence and protects operations by keeping human resource information confidential

Key Skills

- Written and verbal communication skills.
- Positive attitude.
- Flexibility.
- Word processing skills.
- Spreadsheet preparation and tracking skills
- Presentation skills.
- Reporting skills
- Organization and Scheduling
- Confidentiality
- Independence
- Teamwork

Qualifications/Education and Experience

- Degree in Human Resource Management

Experience

- Minimum 3 years work experience Prior experience in human resource roles is preferred
- Familiarity with Microsoft office software a plus