



Phwint Phyothit



Job Title

Human Resources Assistant

Reports To

Human Resources Assistant will report to **Human Resources Manager**.

Job Overview

Assist and prepare daily administration and HR procedures and report to the immediate supervisor for the follow up and checkup. Assist in the assigned job to get smooth operations.

Responsibilities and Duties

- Prepare monthly reporting procedures.
- Assist in daily HR work schedule.
- Identify new staff check in procedure and prepare amenities in orientation.
- To update staff canteen market list.
- Processing various administrative tasks and accurately completing and processing paperwork.
- Prepare and assist in monthly HR practices and guidelines.
- Collaborating with staff to distribute the HR policy and procedures.
- Communicate and coordinate with government offices.

Qualifications

- Bachelor's degree / diploma or equivalent.
- Experience in human resources or related field.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Familiar with Photoshop, PowerPoint presentation.

Candidates are encouraged to apply this position to hr@phwintphyothit.com with the following information in the resume.

- Work experiences and job responsibilities
- Current and Expected salary
- Reason for leaving
- Date of availability
- Education background