

## Job Title: Human Resource and Administration Junior Assistant

Support the day-to-day operations by ensuring systems, equipment, and user support services are maintained efficiently while contributing to the smooth delivery of administrative and business functions.

### Job Description

- Assist in the administration of Human Resources and employee-related processes.
- Maintain and update employee records and HR documentation.
- Support office administration and employee welfare activities.
- Coordinate leave, claims, and other administrative processes.
- Provide basic IT and operational support to employees.
- Perform other duties as assigned to support departmental objectives

**Department :** Human Resource and Administration Department

**Reports To:** Human Resource and Administration Officer

**Employment Type :** Full-Time

### Competencies

Communication Skills

Adaptability

Clerical Duties

Confidentiality

Critical Thinking

IT Service Desk

### Skills

- HR Administration
- Office Administration
- Microsoft Office Suite
- Records Management
- Leave and Claims Administration
- Basic IT Support
- Communication Skills
- Organisational Skills
- Time Management
- Attention to Detail

### Education

- Minimum **Diploma in Human Resource Management, Information Technology, Business Administration**, or a related field.
- At least **one (1) year** of working experience in Human Resources, Administration, Information Technology, or a related field is an added advantage.
- Proficient in Microsoft Office applications, with basic knowledge of HR administration and office procedures.

### Closing Date

4th August 2026