



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Assistant - HR	<b>DEPARTMENT:</b> Human Resources
<b>POSITION REPORTS TO:</b> Senior Manager HR	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Preparing &amp; maintaining personal records of all the SZABIST employees.</li><li>2. Assists in updating the job descriptions.</li><li>3. Dealing with DAR / EOBI life &amp; health insurance issues.</li><li>4. Assists in preparing and issuing various letters of employees, related to HR such as appointment, confirmation, warning, contract letters, etc.</li><li>5. Maintaining databank of CVs received at HR department.</li><li>6. Assists in developing and updating HR related forms such as, interview evaluation, fee concession, anti-harassment, and staff advance cash forms, and etc.</li><li>7. Assists in the process of yearly performance appraisals.</li><li>8. Assists in updating SZABIST website.</li><li>9. Any other work that the supervisors may assign.</li></ol>	