



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Assistant HR	DEPARTMENT: Human Resource
POSITION REPORTS TO: Senior Manager HR	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Digitize personal record of all the Faculty/Staff members at SZABIST.2. Digitize the current & previous record of HR department.3. Deliver the confidential documents to respective departments/offices personally.4. Maintain a proper record of Visiting Faculty letters.5. Assist in processing the Health Insurance & Life insurance claims.6. Follow up from Health insurance and Life Insurance Company for the reimbursement of amount.7. Assist in the recruitment of Staff & Faculty members.8. Assist in making yearly appraisals of Faculty & Staff members.9. Assists in updating SZABIST website.10. Assist in making and processing yearly promotion cases of Staff & Faculty members.11. Any other work that Supervisor may assign.	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required Intermediate	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Communication Skills2. Computer Skills3. Interpersonal Skills4. Counseling Skills5. Problem-solving & Decision Making Skills6. Ability to Plan, Organize, and Supervise the Work	



(3) Specific Job-related Traits & Behaviors Required

1. Attendance
2. Initiative taking
3. Intelligence and Mental alertness
4. Cooperativeness
5. Policy and Procedure Compliance
6. Discipline.

(4) Experience Required:

Two years relevant experience