



JOB DESCRIPTION

JOB TITLE: Assistant Officer Human Resource	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. Assists in preparing and maintaining personal records of all the SZABIST employees.2. Assists in updating the job descriptions.3. Assists the department in recruitment process.4. Assists in preparing and issuing various letters of employees, related to HR such as appointment, confirmation, warning, contract letters, etc.5. Assists in receiving and filing regular incoming resumes in proper format.6. Assists in developing and updating HR related forms such as, interview evaluation, fee concession, anti-harassment, and staff advance cash forms, and etc.7. Assists in the process of yearly performance appraisals.8. Assists in updating SZABIST website.9. Any other work that the supervisors may assign.	