

## HR Administrator

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Company: Culture Recruitment Group

Location: Manama

Category: other-general

### **Job Summary:**

The HR Administrator plays a crucial role in supporting the Human Resources department by performing various administrative tasks and ensuring the smooth functioning of HR operations. This position requires a detail-oriented and organized individual with excellent communication skills and a strong understanding of HR processes.

### **Key Responsibilities:**

Maintain accurate and up-to-date employee records, including personal information, attendance, and performance evaluations.

Assist in the recruitment process by posting job openings, scheduling interviews, and communicating with candidates.

Facilitate the onboarding process for new employees, including the completion of paperwork, orientation, and training logistics.

Support the administration of employee benefits programs, including health insurance, retirement plans, and other employee perks.

Manage time and attendance systems, ensuring accuracy in recording and reporting of working hours.

Prepare HR-related documentation such as offer letters, contracts, and policy manuals.

Coordinate training sessions and development programs for employees.

Track employee training records and assist in identifying opportunities for skill development.

### **Skills and Experience**

Proven experience as an HR Administrator or in a similar HR support role.

Strong organizational and time-management skills.

Excellent interpersonal and communication skills.

The HR Administrator is a vital contributor to the HR team, playing a pivotal role in maintaining HR processes and supporting the overall well-being of employees within the organization

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