

## HR Coordinator

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Company: Interlink HR Consultancy

Location: Manama

Category: business-and-financial-operations

Assist with all internal and external HR related inquiries or requests.

Maintain both hard and digital copies of employees' records.

Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.

Assist with performance management procedures. Schedule meetings, interviews, HR events and maintain agendas.

Coordinate training sessions and seminars.

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