

## HR Officer

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Company: Culture Recruitment Group

Location: Manama

Category: business-and-financial-operations

### Job Summary

The HR Officer plays a crucial role in the Human Resources department by providing support in various HR functions. This role involves collaborating with different departments, managing administrative tasks, and ensuring compliance with HR policies and regulations. The HR Officer contributes to the overall success of the organization by fostering a positive work environment and facilitating effective employee relations.

### Key Responsibilities:

Coordinate the recruitment process, including job postings, resume screening, and interview scheduling.

Conduct new employee orientations and assist in the onboarding process.

Maintain accurate records of employee information and ensure compliance with onboarding documentation.

Address employee inquiries and concerns, providing guidance and support as needed.

Manage HR records, ensuring confidentiality and accuracy.

Prepare and maintain employment contracts, offer letters, and other HR-related documentation.

Process HR-related paperwork, such as employee status changes, benefits enrolment, and payroll.

Assist in the development and implementation of HR policies and procedures.

### Skills and Experience

Bachelor's degree in Human Resources, Business Administration, or a related field.

Previous experience in HR or a related role is preferred.

Strong interpersonal and communication skills.

The HR Officer plays a pivotal role in supporting the organization's human capital needs and contributes to the overall success of the company by fostering a positive and productive work environment.

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