

## Human Resources Executive

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Company: ACE Gallagher

Location: Manama

Category: other-general

We are currently looking for a candidate with at least 2 years of experience in human resource or operations who is interested to pursue a career in Human Resource.

If you are a fresh graduate and looking for a career in HR, your CV can be considered.

### **Job Summary:**

To provide HR administrative support on a day-to-day basis and support the HR team in providing a comprehensive HR service to managers and staff within the organization.

### **Main Responsibilities**

Providing HR support to line managers and employees, explaining procedures and policies in a timely and effective manner.

Assisting the HR department in completion of HR projects.

Assisting the HR department in administering the performance management system.

Entering data into the database or HR system for maintaining accurate records.

Providing data for and preparing management information reports and documents.

Liaising with Finance Department in payroll, Leave & absence recording etc.

Administering the probationary review time periods.

Maintaining and developing the filing system of personnel.

Assisting the humanresource manager with the maintenance and development of humanresource procedures and policies.

Advisingstaff regarding personnel, benefits, and payissues.

Administering staff benefits, programs,and events.

Counseling applicants and employeeson rules, policies, benefits, procedures and jobopportunities.

Supporting in completion of jobapplication materials and documents, and preparation of employmentinterviews and tests.

Maintenance of departmentrecords, ensuring complete accuracy andconfidentiality.

### **Qualifications**

Bachelor'sdegree in business management/ human resources management  
orequivalent.

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