



## **JOB DESCRIPTION**

### **Job Summary:**

The Senior Officer will be assisting the work of the Human Resource Development Division under the supervision of the Director, Human Resource. The Senior Officer is responsible for assisting in planning, developing, implementing, and controlling the personnel functions of BCC in order to ensure that individual and company objectives are met.

### **Job Tasks:**

- Assist in managing the recruitment process including advertising open positions, reviewing resumes, coordinating, and conducting interviews, conducting reference and background checks
- Check monthly attendance sheets to ensure leaves are recorded as approved by the respective supervisor
- Ensure monthly attendance sheets of all staff are received on a timely manner to process payment
- Assist in processing monthly payroll and ensure employee leaves are tracked in the system
- Attend to payroll queries
- Administer compensation, benefits and performance management systems and safety and recreation programs
- Manage day-to-day correspondence/information sharing
- Manage incoming and outgoing correspondence
- Create information sharing and archiving platform for all documents of BCC
- Organize meetings and act as the secretary to meeting and prepare minutes
- Assist staff in arranging logistics to various locations
- Prepare employment, termination and promotion paperwork
- Design and maintain proper filing and administrative system for the HR related documents
- Prepare annual leave plan of BCC
- Prepare and manage the duty roster of Authentic Maldives and Seed and arrange replacements as required
- Provide administrative support and assistance in the day-to-day management of training institute
- Conduct orientation for new employees and ensure a smooth onboarding process

- Conduct training programs for employees regarding policies and procedures of BCC
- Perform other duties that fall within the competency and responsibility of the position or assigned by supervisor.

**Additional Responsibilities:**

- Perform other duties as assigned which are in the best interest of the Company