بسم الله الرحمن الرحيم

JOB DESCRIPTION

Job Summary:

The Assistant Manager will be assisting the work of the Human Resource Division and will be 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 Responsibilities:

Recruitment and Onboarding

- Assist in managing recruitment activities, including advertising vacancies, reviewing applications, coordinating and conducting interviews, and completing reference and background checks.
- Coordinate onboarding and conduct orientation for new employees, ensuring all required documentation, training and resources are provided.
- Prepare employment, promotion and termination documentation.

Employee Relations and Engagement

- Address employee inquiries and concerns relating to workplace policies, working conditions and workplace conflicts.
- Assist in resolving employee relations matters in accordance with BCC's policies and procedures.
- Develop and coordinate employee engagement, welfare, safety and recreational activities.

Attendance, Leave and Payroll

- Review monthly attendance records and verify that leave entries reflect approvals from the respective supervisors.
- Assist in processing monthly payroll and administering employee compensation and benefits.
- Maintain accurate leave records in the HR system and follow up on discrepancies.
- Manage the day-to-day operation of HR software, ensuring accurate employee data, assisting users and coordinating with the service provider to resolve system issues.
- Prepare and coordinate BCC's annual leave plan.

Performance Management and Training

- Assist in administering the performance management system and coordinating performance appraisals.
- Coordinate employee training and development activities.
- Conduct awareness sessions on BCC's policies and procedures.

HR Policies and Compliance

- Assist in reviewing and updating HR policies and procedures.
- Support compliance with applicable labour laws, regulations and BCC's internal policies.
- Stay informed of HR developments and recommend improvements to HR practices and services.

HR Records and Reporting

- Maintain accurate and up-to-date personnel files, attendance records and HR databases.
- Maintain an organised filing system for HR documents and confidential employee information.
- Prepare regular HR reports and analyse relevant data to support management decisions.

Administration and Operational Support

- Manage day-to-day HR correspondence and coordinate the timely sharing of relevant information.
- Assist employees in arranging logistics for work-related travel to various locations.
- Identify and implement improvements to HR processes to strengthen operational efficiency.
- Perform other duties within the scope and responsibility of the position as assigned by the supervisor.

Additional Responsibilities:

Perform other work-related duties assigned by the Business Center Corporation.

Work Location:

- Business Center Corporation Head Office.