

Job Title : Senior Officer, HR Operations

OVERALL PURPOSE:

- ◆ HR Operations is multi-faceted which play a crucial role to lead the off boarding, labor compliance and all the aspect of operations and process.

RESPONSIBILITIES:

- ◆ Labor compliance, apply all requirement from the ministry
- ◆ Lead the Off boarding proper, enough and delete user on time
- ◆ Manage, check and administers payroll calculation and other compensation and benefits
- ◆ Proper maintain and update personnel records in HRMS system, Intranet and P-file
- ◆ Staff probation, and staff movement
- ◆ Staff attendance, leave management, staff uniform, health insurance & NSSF, staff loan, HR policy, procedure and reporting.

REQUIREMENTS

- ◆ Bachelor's degree in accounting, Finance and Banking, Human Resources, Business Management or related fields
- ◆ 3 years minimum experience in Human Resource field
- ◆ Knowledge in Excel, Power point, words, Labor law
- ◆ Ability to work in time pressure
- ◆ Attention to details and fast learner
- ◆ Good communication both verbal and writing
- ◆ Time management
- ◆ Leadership
- ◆ Confidential

Contact Info:

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