

## ***Job Description: Human Resources Assistant*** ***Updated Oct 2019***

### ***Overview:***

The Human Resource Assistant (HR Assistant) is part of WAO's Human Resource Team and works closely with the Admin and Human Resources Officer.

As HR Assistant, one is expected to be conceptual thinker with excellent organizational and time management skill. Reliable with the ability to multitask and must be very discreet as HR matters are of confidential nature. You will work closely with the Admin and HR Officer to research best practices, and to further improve on policies and procedures within WAO.

### ***Main Responsibilities:***

#### ***Recruitment***

- 1) Assist with recruitment process which includes posting job ads or requesting colleague to upload the job ad on WAO's Social Media
- 2) Forwarding the resumes to the respective managers to be shortlisted. Following up with the respective managers to shortlist the candidates. Co-ordinate and schedule interviews between shortlisted candidates and managers
- 3) Once a candidate has been identified, the reference check would have to be done
- 4) Prepare the Letter of Appointment together with other documents that requires to be signed to be passed to the successful candidates.
- 5) Oversee and coordinate the new employee onboarding with colleagues. Constant follow up is required for this to be done.

#### ***Resignations.***

- 1) To coordinate the exit interview between the staff, manager and a member of EXCO only after the staff has done a successful handover to their respective managers. Managers have to inform HR that the Handover is complete.
- 2) Follow up with the Admin Specialist if the staff has handed over the WAO's fixed assets such as handphones, laptop and etc.
- 3) Follow up with Finance Officer on Tax Clearance Letter.

#### ***Employee Engagement***

- 1) Works together with the Admin and HR Officer acts as a Focal Point for employee relations, particularly on HR Policy communications and implementation, responding to staff queries among other things.
- 2) Ensuring staff adhere to WAO Core Values.

### ***Compensation and Benefits, Learning and Development***

- 1) Prepare HR related reports as and when required
- 2) Work closely with the Admin Specialist in regards to group medical insurance policy for staff. Assist in attending to queries from staff regarding the medical insurance
- 3) As staff are important to the organisation, therefore to assist in researching for best practises in terms of Compensation and Benefits for WAO to incorporate to the policies and procedures.
- 4) Together with the Admin & HR Officer to plan and co-ordinate training programs for staff

### ***Performance Evaluations***

- 1) To co-ordinate Performance Evaluations between Staff and Managers. To ensure Managers emails the discussion notes to Admin & HR Officer
- 2) HR Officer to inform and follow up with Managers to do the mid - year evaluation. After which Managers are to email HR Officer the completed form/or email the discussion notes with the staff cc'd on the email.

### ***Internship Management***

- 1) When internship application comes in, review it and if necessary speak to the prospective intern before forwarding the application to respective managers
- 2) Follow up with the managers
- 3) If intern is accepted, an email would be sent to the intern to inform of the acceptance.
- 4) Internship acceptance letter to be prepared and emailed to them.
- 5) Co-ordinating onboarding for interns

### ***Others***

- 1) To work together with the Admin and HR Officer in ensuring that staff policies and procedures are fair, transparent, non discriminatory and compliant with local employment
- 2) Work together with the Admin and HR Officer in ensuring ToR's, work objectives and feedback processes are in place so that staff have a clear understanding of what is required of them
- 3) Maintaining Employee HR Files , databases and filing

### ***QUALITIES***

- 1) Strong commitment to feminist principles and WAO vision, mission, and core values.
- 2) Ability to multi task, work under pressure and within deadlines
- 3) Strong Interpersonal skills, which includes people management skills and ability to interact with all levels of people within and outside of the organisation
- 4) Good communication skills especially in English and Bahasa Malaysia
- 5) Exposed to overall HR Functions
- 6) Excellent Coordination and organisational skills.
- 7) Excellent in working independently and also a team player.