

# Job Description

<b>Job title</b>	HR Assistant	<b>Location</b>	Pazundaung at Head Quarter
<b>Status</b>	Permanent	<b>Working hours</b>	8:30-17:30 Mon-Fri
<b>Department</b>	HR & Admin Department	<b>Contact</b>	HR@the-asgroup.com.mm
<b>Job Grade/Salary</b>		<b>Report to</b>	HR & Admin Manager

## About us

ASG Bancorp Microfinance is part of the Asia Sustainability Group based in Japan. We provide individuals and businesses in Myanmar with useful and affordable financial services that meet their needs.

## Summary

We are looking for HR Assistant to join our team and support the day-to-day HR activities and tasks of the HR and Admin Department.

HR Assistant is responsible for responsibilities include processing employee data, updating company policies, processing monthly payrolls and assisting in the hiring process. To be successful in this role, you will have solid organizational skills and be familiar with HR functions.

## Roles and Responsibilities

- Assist with day-to-day operations of the HR functions and duties
- Assist with recruitment activities including coordinating communication with candidates and scheduling interviews
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Properly handle complaints and grievance procedures
- Assist in conducting initial orientation to newly hired employees
- Assist in sourcing candidates and updating our database
- Perform other duties as assigned.

## Job Qualifications and Requirements

- Minimum bachelor's degree in any field, HR degree preferable.
- Over 1 year in work experience in the HR field
- Computer literacy, proficient in MS Office
- A team player with good communication and organization skills

- Good problem solving, analytical mind, compliance, negotiating and presentation skills
- Ability to establish priorities and plan, organize, and coordinate a variety of work activities.
- Ability to maintain accurate records and documents and to prepare written reports, conclusions, and recommendations.
- Willingness to learn English

### Additional information

- Good time management and attendance
- Being honest and responsible in personality
- Developing a positive work relationship.
- Travel might be required between branches/HQ.