

Job Description

Job title	HR & Admin Assistant	Location	Khayan & Kawa Branches
Status	Permanent	Working hours	8:30-17:30 Mon-Fri
Department	HR & Admin Department	Contact	HR@the-asgroup.com.mm
Job Grade/Salary		Report to	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 & Admin Officers to join our team and support the day-to-day activities of our Human Resources and Administration Department.

Roles and Responsibilities

- . Assist in recruitment processes.
- Assist in submitting SSB, Income Tax or other mandatory governmental processes.
- Liaise with governmental offices, such as Labour Office or SSB office for employment matters.
- Maintain physical and digital personnel records like employment contracts or leave and attendance records.
- Maintain and review daily employee attendance records.
- Respond to employees' questions about employee benefits.
- Liaise with Head Quarter to deliver orientation and onboarding processes to new employees.
- Provide HR or administrative support to Branch Manager and Branch staff.
- Be responsible for maintaining smooth administration operation in a branch
- Implement all logistic arrangement such as refreshments for meetings and workshops/training inside the office, handling office supplies, EMS services, stationery, equipment, furniture, transportation and accommodation for staff.
- Process invoices and ensure payments are made by due date.

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- Ensure tidy office and office hygiene as well as safety and security measures in the office.
 - Maintain and track office rental, asset register, vouchers, or any other office supplies.
 - Be responsible for office space arrangement, including meeting room arrangement, staff working area, seating arrangement, kitchen, lactation room and office storage arrangement.
 - Implement the office maintenance for the glass doors, walls, ventilation, and maintenance of all equipment in the office such as air conditioners, printers, photocopier, tables and chairs.
 - Perform regularly asset inventory, update the asset list, maintain the asset labels and asset code.
 - Perform other duties as assigned.

Job Qualifications and Requirements

- Minimum bachelor's degree in any fields, HR degree preferable.
- 1-2 years in work experience in the HR and administration field
- Computer literacy, proficient in MS Office
- A team player with good communication and organisation 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.