



CAREER OPPORTUNITY



Job Title:	Human Resource Assistant
Location:	Head Office
Employment type:	Contract

JOB SUMMARY

The incumbent will be responsible for providing a comprehensive administrative support to day-to-day operations of the human resources department ensuring the efficient delivery of job letters, contracts and information related to general benefits. Duties include assisting in the recruitment processes, and the maintenance of accuracy of employee data records.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Prepare and post job advertisements, screen applications, arrange interviews, assist in the administering of pre-employment tests as required.
2. Provide general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, process confidential reports and documents, file electronic and hard copy, track deadlines, and take minutes as needed.
3. Prepare source documentation needed for new hires, or effective changes in pay, status, or benefits.
4. Establish, maintain and control personnel, recruitment relations records, files, correspondence, reports, and organization charts.
5. Manage sensitive and confidential matters like personnel relations, organizational changes.
6. Plan proper storage of and protect the security of information, data and files.
7. Dispatch and record of Probationary Performance Appraisals and findings in the Performance Management System and update Employee status tracker for completion of appraisal or overdue appraisals
8. Monitor change in employee status from contract to permanent and all promotions.
9. Assist in the update of employee leave balances information and submission to supervisors on a monthly basis, preparation of letters/memos for employees concerning leave balances, assist with the vacation leave approval letter for employees in order for them to proceed on their vacation and the submission of quarterly NESC-TI staff vacation leave balances to the Finance Department.
10. Assist in Tracking, Monitoring and reporting on Staff Timekeeping, Punctuality & Attendance on a daily basis (receive feedback from Receptionist & Campuses).
11. Assist in the processing of all applications for overseas travel.
12. Maintain employee directory.
13. Assist in compiling of queries from managers and employees, and from other agencies or departments and exercise individual judgment while dealing with potential or real issues on own initiative and bring them to the Human Resource Officer's attention
14. Assist in advising employees and managers regarding leave management and benefit administration, and HR procedures and policies within the specified guidelines.
15. Assist in the coordination of catering as required.
16. Keep current with issues and matters in the organization related to the HR department.
17. Assist in administering of reference, driving and criminal record checks.
18. Maintain employee file records up-to-date by handling changes in employee status in timely manner and ensure effective reception or proper approvals on forms and enter changes in the system.
19. Assist with employee team-building initiatives.
20. Perform all duties in compliance with HSSE & ISO standards as specified by the HSSE & ISO departments.
21. Other related functions as directed by the HR Supervisors.

QUALIFICATION & EXPERIENCE

MINIMUM:

- Certificate, Diploma, or Degree in Human Resource Management, Business Administration, Management, or a related field
- Basic knowledge of Human Resource principles and practices
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Demonstrate knowledge about General Administrative work in a Confidential environment with the achievement of Objectives.

2 – 3 years + experience in administration with exposure in human resources

Suitable combination of the aforementioned will be considered based on supporting evidence/history of successful outcomes.

ATTRIBUTES

- Strong interpersonal and networking skills
- Effective verbal and written communication skills
- Ability to assist with administrative and HR support functions
- Basic knowledge of HR policies and workplace procedures
- Ability to work collaboratively in a team environment
- Strong organizational and time-management skills
- Ability to handle confidential information professionally
- Conflict resolution and problem-solving skills
- Strong customer service orientation

JOB REQUIREMENTS

- Awareness of the NESC's business environment and services offered
- Basic knowledge of the organization's programs and operations
- Good interpersonal and communication skills
- Ability to interact professionally with staff and external stakeholders
- Ability to maintain confidentiality of sensitive information
- Good organizational and problem-solving skills
- Ability to work effectively in a team environment
- Attention to detail and accuracy in record keeping
- Proficiency in Microsoft Office Suite and general office equipment
- Ability to prioritize tasks and meet deadlines

Applications should be labelled

“HUMAN RESOURCE ASSISTANT”

And submitted no later than **2026 May 25th** to the following:

E-MAIL: hr@nesc.edu.tt

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED