

Terms of Reference for the post of HR Assistant

Under the direct supervision of the HR & Administration Manager, the HR Assistant in Drukair Corporation Limited shall perform the followings roles and responsibilities.

1. Maintain up to date HR Data.

- Update appointment for regular/contract employee.
- Update of transfer of employee.
- Update of promotion of employee.
- Update of resignation of employee.
- Update of re-designation of employee.
- Update of training of employee.
- Update of study leave, maternity leave, leave without pay and EOL of employee.
- Update of Performance Ratings of employees.

2. Maintain proper leave record of all employees.

- Draft sanction order for leave encashment and LTC.
- Draft joining order after completion of leave.
- Maintain proper record of employee attendance and leaves.

3. Serve as Custodian of Official Documents.

- Develop systematic and proper documentation of official documents.
- Ensure secrecy of confidential documents.
- Provide all necessary documents during conduct of HR Auditing.

4. Monitoring of Contract Renewal

- Monthly monitoring of contract term expiry.
- Send recommendation form to concerned supervisors for approval.
- Apply for Audit Clearance.

5. On a day-to-day basis/as and when required.

- Draft letters/office orders in response to letters/officials' documents received by HR from outside agencies.
- Ensure regular, accurate and professional communication with staff, concerned Managers and General Manager.
- Printing and photocopying of HR related documents as and when required.
- Any other related duties as assigned by the Manager & HROs.

Required Qualification and Skills

- Should be Class XII Passed.
- Should have good verbal and written communication skills.
- Should have good Computer Skills (Microsoft word, Excel and Power point).