

NATIONAL DRAINAGE AND IRRIGATION AUTHORITY



JOB DESCRIPTION

POSITION: HUMAN RESOURCE ASSISTANT

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

REPORTING TO: HUMAN RESOURCE MANAGER

BAND: 2

Responsibilities

- Updates information on leave taken and accumulated, employment history, salaries, qualifications and training
- Assists in maintaining records for newly appointed workers and checking records for completeness
- Assists in processing applications for leave, gratuity, vacation allowance and other simple letters
- Prepares renewal of contract and outstanding leave reminders
- Receives and answering inquiries about employment entitlements and conditions
- Issues job application forms
- Assists with the compilation of data from personnel records and prepares attendance and punctuality reports
- Stores, copies and scan company policies
- Proofread materials for correct grammar, spelling, and punctuations
- Supports the recruitment process by mailing applicant notifications
- Stores and retrieving personnel records and files on request
- Other duties as assigned

Requirements

Five (5) CSEC subject which includes passes of grades 1, 2 or 3 in Mathematic and English along with the minimum of three (3) years' experience in the field of Human Resources/Administration

Other Pre-requisites

- IT Skill: Human Resources Assistants are well versed in the use of computers systems as well as softwares such as spreadsheets, and word processors
- Communication Skill: Ability to distribute relevant information to general HR department and company employees using appropriate language
- Organizational Skill: Ability to provide administrative and clerical support to ensure smooth HR operations in an organization.

Supervisory Responsibility

This job holder will not be responsible for supervising any personnel.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m. and Fridays from, 8:00 a.m. to 3:30 p.m. respectively.

*Prepared by: Ms. J Blackman
Human Resource Manager*

Dated : 2022-02-27