

- **Recruitment and Selection:** Assists in sourcing, screening, interviewing, and hiring candidates.
- **Employee Relations:** Manages employee relations, resolves conflicts, and builds a positive work environment.
- **Performance Management:** Oversees employee performance reviews, development programs, and compensation/benefits.
- **HR Administration:** Handles administrative tasks like payroll, benefits, and record keeping.
- **Compliance:** Ensures HR policies and procedures are up-to-date and compliant with regulations.
- **Training and Development:** May be involved in developing and implementing training programs.
- **Reporting and Analytics:** May be responsible for gathering and analyzing HR data to support decision-making.

**Skills and Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Experience in HR functions like recruitment, employee relations, or performance management.
- Strong interpersonal and communication skills.
- Ability to manage multiple priorities and work effectively in a team.
- Knowledge of relevant employment laws and regulations.