

Job Details

1. Recruits via newspaper and online advertisements, schools, organizations and referrals.
2. Conducts selection finding, determining and placing qualified personnel via administration of application form, interview, reference checks and employment tests.
3. Asks for physical and medical certificate certifying that candidate is fit to work.
4. Ensures personnel requirements such as NBI clearance, employer clearance , sketch of location of residence and photo among others are submitted.
5. Prepares appointment letter. Assists in the orientation by preparing an orientation schedule.
6. Assists in developing and expanding training and development programmes based on the needs of the company and its employees.
7. Assists in the preparation and updating of personnel policies.
8. Maintains complete and well organized personnel records and reports.
9. Assists superior in implementing disciplinary measures against personnel who violate the company policies.
10. Assists in monitoring legal benefits and providing recreational services if any.
11. Distributes performance evaluation form of employees to superior for periodic evaluation.
12. Ensures cleanliness of premises and proper maintenance of properties. Coordinates with supplier providers and building administration related to maintenance of property.
13. Maintains detailed lists of all properties that include office equipment, delivery equipment, furniture and fixtures.
14. Conducts periodic physical inventory of all fixed asset properties.
15. Maintains control and custody of all office supplies and accountable forms. Prepares requests requisition to replenish supplies and accountable forms.
16. Does liaison work, encoding work, answers/ receives telephone calls, and appointments.
17. Process payroll timekeeping of personnel.
18. Other tasks related to the responsibility.

Job Expectations

1. Honest and Hardworking.
2. Initiative and Team Player
3. Can keep confidential information
4. Computer literate (MS Word, Excel and Powerpoint)
5. High communication skills

Application

Email your resume/CV to careers@infocreditsolutions.net to apply for this position.