



JOB TITLE: Human Resources (HR) Support Staff

DEPARTMENT: Human Resources

REPORTS TO: Head of Human Resources

JOB PURPOSE

This role provides essential support across all HR functions. The position assists with recruitment by coordinating job postings, interviews, and onboarding for new hires. It maintains accurate employee records and supports performance management processes. The role helps organize training programs and staff development initiatives while ensuring compliance with HR policies.

KEY RESPONSIBILITIES:

1. Handle the recruitment process including job postings, interview scheduling, and applicant communication
2. Organize new employee onboarding with orientation materials and induction sessions
3. Maintain accurate staff records including contracts, performance reviews, and training history
4. Support performance management by scheduling reviews and tracking outcomes
5. Coordinate professional development programs and training sessions
6. Assist with staff engagement initiatives and recognition programs
7. Process payroll documentation including attendance and leave reports
8. Ensure compliance with HR policies and legal requirements
9. Provide general HR administrative support and handle employee inquiries
10. Maintain strict confidentiality of all employee information
11. Help resolve staff concerns and support positive workplace relations
12. Identify opportunities to improve HR processes and services
13. Assist with annual performance appraisal coordination
14. Participate in organizing staff events and activities
15. Perform additional tasks as assigned by the Head of HR within the remit of the role.