

WE ARE

HIRING

HR - ASSISTANT MANAGER

PIVOTE

PIVOTE specialises in business process outsourcing (BPO) in the areas of Finance and Accounting, Paraplanning, Digital Marketing, Virtual Assistance, Corporate Secretarial Services and other BPM Solutions. We service clients in various industries in Australia, UK, Europe and USA with teams in Sri Lanka and India. We require an experienced, dynamic and organised HR - Assistant Manager to join our fast-expanding team on a full-time basis to work from home.

KEY RESPONSIBILITIES

- Managing the recruitment process
- Carrying out annual reviews for staff members
- Conducting day-to-day operations of the Human Resources department
- Creating new HR policies and updating the existing ones
- Maintaining and recording employee attendance
- Maintaining a detailed record of the company's employees
- Organising events and conferences for the employees
- Conducting exit interviews to identify the reason for termination/resignation
- Liaising with the management for ongoing growth strategies of the company

KEY REQUIREMENTS

- Bachelor's degree in Human Resource Management or related field
- 2+ Years of working experience as an HR - Assistant Manager in a BPO or similar environment
- Proficiency in MS Office packages
- Excellent written and verbal communication skills in English
- Excellent time management skills
- Ability to work autonomously and with minimal instruction

APPLY NOW

Send your resume to :

hr@pivoteco.com.au