

BUILD YOUR CAREER WITH CARGILLS BANK



Junior Executive/ Senior Banking Assistant – Human Resources

The candidate is expected to be Tech Savvy, with an excellent capacity to process various data using MS Office and handle process automations within the unit.

KEY RESPONSIBILITIES

- ✓ Function as the Administrator to the HRIS and ensure smooth operation of the system, by collaborating with the vendor and internal stakeholders
- ✓ Assist in managing the staff attendance, leave, and other employee administration tasks & maintain accurate information of the same
- ✓ Prepare precise information/ reports on staff attrition, status of the staff and other management information on a monthly basis
- ✓ Coordinate & execute the Employee transfer process in a timely manner
- ✓ Handle the reimbursement of staff mobile bills and staff medical reimbursement process
- ✓ Manage the employee exit process as per the standard formalities and maintain records of Staff attritions, exit summaries, etc
- ✓ Assist the HR team with other HR-related matters when necessary

EXPERIENCE & QUALIFICATIONS

- ✓ Minimum 2 years of experience in a similar capacity
- ✓ Professional Qualification in Human Resources or Diploma in Human Resource Management (HRM)
- ✓ Motivated to embrace new challenges with minimal direction
- ✓ Excellent communication skills (spoken and written) and strong interpersonal skills
- ✓ High proficiency in computer literacy, MS Excel, MS Word and MS PowerPoint
- ✓ A team player with a performance-driven and service-oriented mindset

Interested candidates are invited to forward their CVs to career@cargillsbank.com mentioning the post applied for, in the subject line of the email on or before **15th February 2024**.

Log in to: www.cargillsbank.com

