

**Job Title:** Human Resources Specialist

**Job Description:**

- To perform the Training Management activities such as collecting training proposals, making training plans, realizing training organizations, evaluating the effectiveness of trainings, etc.
- To collect and keep job applications on a regular basis; to apply tests and make interviews with candidates.
- To follow up and assist the orientation program for new employees.
- To attend Human Resources operations such as performance evaluation, career planning, succession management, compensation management, honor and reward system, employee involvement and satisfaction measurement , social activities, communication management and OHS; to offer proposals to his/her manager about new applications.
- Compile and keep personnel records. Record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

**Qualifications:**

- To be graduated from related departments of universities.
- To have the appropriate medical report.
- To have minimum 2 years of experience in similar job.