MAURI FACILITIES

SCHEME OF SERVICE

Post: **HR & Administrative Associate**

Starting Salary: Rs 25,300 x 500 – 28, 800 x 600 – 31,800 x 700 – 35,300 (Commensurate with experience)

Qualifications: A Higher School Certificate (HSC) or an equivalence acceptable to the Board

Experience: 2 years' experience post qualification in a relevant field

Duties:

1. Maintain and update employee's database with real time data
2. Ensure that all staff files are properly updated and filed
3. Ensure that all documents required are present in employees' file
4. Liaise with newspapers or other medium, as needed, for posting of vacancy
5. Drafting of advertisements, and having same approved by the HR & Admin Lead
6. Keep track of applications received, and ensure real time data
7. Compile database of applications received
8. Contact candidates as required for interview or for any other procedure to be carried out
9. Organisation of inductions or interview (booking of venue, contacting stakeholders and other arrangements needed)
10. Maintain a database of random applications coming in
11. Ensure any paperwork with regards to induction or interviews is done correctly, and appropriate filing thereof
12. Cross check of attendance computation done by Team Leaders / Supervisors falling under his responsibility
13. Monitor leaves / permissions / latenesses of staff falling under his responsibility
14. Feeding the payroll system with leaves balance, and other information required for payroll processing for staff falling under his responsibility
15. Monitor resignations of staff falling under his responsibility, and launch processes accordingly
16. Ensure and monitor timely distribution of PPEs for all staff falling under his responsibility, and keep records for same as required
17. Monitor and tackle simple disciplinary issues for staff falling under his responsibility. Draft letters and correspondences accordingly and have same approved by the HR & Admin Lead
18. Maintain weekly programme of work and progress reports for staff falling under his responsibility
19. Assist in induction / interviews / any other HR-related functions
20. Propose training initiatives to the HR & Admin Lead, and assist in organisation of same, as well follow-up procedures like HRDC
21. Monitor effectiveness of training programmes for staff falling under his responsibility
22. Filing, managing faxes, and other documents for the department
23. Type, collate and send or receive general correspondence8 and documents for the department
24. Maintain files, forms, reports and other materials
25. Receive, sort and process mail and to prepare materials for mailing

26. Photocopy reports and other documents and operate standard office equipment
27. Assist in any other administrative duties within the department
28. Respond to queries from stakeholders in a timely and appropriate manner
29. Effect research as required by the HR & Admin Lead
30. Always maintain updated records of all issues pertaining to the department
31. Assist in organisation of functions, meetings, and other events
32. Take minutes of meetings when required
33. The duties mentioned above are not exhaustive and Mauri-Facilities reserves the right require the incumbent perform any other related duties but relevant the operations of Mauri-Facilities

Note to Candidates:

1. Candidates should mandatorily attach copies of their qualifications to their application form, as otherwise the application will **NOT** be considered
2. Candidates should fill in all sections of the application form
3. Applications not made on the prescribed form, applications sent via e-mail, applications sent to any other address other than that listed in the recruitment advertisement or incomplete applications shall **NOT** be considered