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Description:A Human Resources (HR) Coordinator is a professional who completes administrative duties for the human resources department of an organization. They assist HR managers with recruitment, onboarding, maintain employee records, and provide administrative support to all employees.

Job ResponsibilitiesDevelop and maintain confidential departmental employee files, documents and databases

Coordinate employee recruitment process, as appropriate, ensuring search documentation is accurate, consistent and complete

Coordinate departmental employee relation functions in consultation with the Director of Human Resources / Human Resources Manager, monitor employee performance appraisal completions and track annual and sick leave accruals.

Coordinate and conduct departmental training and conduct the Human Resources

Orientation for new hires.**Job Requirements**You should have a university degree in a related discipline with preferable experience within the same role.

You must be a computer literate, ideally with proficiency in a computerized payroll system and fluent in English.#J-18808-Ljbfrr

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