Key Responsibilities:

Recruitment and Hiring:

Source, screen, and interview candidates for various positions within the organization.
Coordinate interview schedules and communication with hiring managers.
Facilitate the onboarding process for new employees, including paperwork and orientation sessions.

Monthly Reporting:

Compile and analyze HR-related data for monthly reporting purposes.
Generate reports on key HR metrics such as recruitment activity, employee turnover, and staff engagement.

HR Administration:

Maintain accurate employee records and databases.
Process employee documentation related to hiring, termination, promotions, and transfers.
Assist employees with HR-related inquiries and concerns.

Staff Engagement:

Develop and implement initiatives to enhance staff engagement and morale.
Organize employee recognition programs, team-building activities, and social events.

RBA Audit:

Handle RBA audits, preparation of relevant documentation, attend audits, etc
Identify areas for improvement and implement corrective actions as needed.

Clinic Registration:

Handle clinic registration procedures and liaise with KKM.