



## **BFCBHRJ-088 – HR Coordinator | Human Resources | Bahrain**

### **About the role:**

The job holder is responsible in assisting the Manager HR Operations with all administrative processes, ensuring that these are completed in a timely manner and are in line with BFC policies and procedures.

### **Your Responsibilities:**

- Assist the HR Manager in all recruitment activities, i.e., preparing RRF, sourcing, shortlisting, conducting tests and arranging interview schedules.
- Inform the successful applicants of the required documents to be submitted and advise the visa process. Facilitate onboarding procedures in liaison with the Government Relations department. Notify unsuccessful applicants by email.
- Prepare offer letters and employment contracts as necessary.
- Coordinate with the Document Clearing Agent for the provision and upkeep of work permits for staff and their families.
- Liaise with the Facilities Team Leader and IT Service Desk to arrange computer, telephone, Company ID, door access and BFC email for new joiners.
- Conduct new joiner induction and ensure all joining formalities are completed.
- Add new joiner's record in HR system and HRMS and update as and when required.
- Assist the Manager to ensure that all appointments, promotions, probationary reviews, retirements are done as per Company procedures and Bahrain Labor Law requirements.
- Ensure that all employee files and digital records are maintained and updated in accordance with BFC guidelines and ensure that they meet the requirements of Internal Audit Department.
- Ensure disciplinary hearing records and letters are maintained in the employees' file and the HR system.
- Assist employees with all administration resignation formalities, ensuring these are carried out in line with HR policy and procedures.
- Maintain up to date statistical records on administrative activities, as requested by the HR Manager.
- Prepare sick, absent and leave reports for the management as and when required.



- Attend to staff requests and queries and liaise with the concerned to address their issues.
- Assist BFC employees for issuance of HR standard letters.
- Perform tasks in an organized manner and proactively.
- Perform any other task as directed by the Manage HR Operations and Group Head of HR.

### **About You**

You are required to have Diploma or equivalent.

- Minimum 3 years' experience in general office work, preferably in HR capacity.
- Excellent interpersonal and communication skills.
- Self-motivated and accountable for own actions.
- Ability to function effectively as part of a team.