



## **BFCBHRJ-126 – HR Coordinator | Human Resources | Bahrain**

### **About the role:**

Assist with all HR administrative processes, ensuring that these are completed in a timely manner and are in line with BFC policies and procedures.

### **Your Responsibilities:**

- Assist in all recruitment activities, i.e., preparing RRF, sourcing, shortlisting, conducting tests and arranging interview schedules.
- Inform the successful applicants of the employment requirements to be submitted and guide them with 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 and IT Service Desk teams to arrange workstation, IT related equipment and logins for new joiners and internal transfers.
- Conduct new joiner induction and ensure all joining formalities are completed.
- Add new joiner's record in Paylite system and HRMS and update as and when required.
- Assist the Assistant Manager HR Operations 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.
- Assist employees with the end of service 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 Assistant Manager HR Operations and/or Head of Human Resources.

### **About You**

- Must be at least a Diploma holder with a good command of written and spoken English.
- Proficient with MS Office applications.
- Minimum 2-3 years of 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.