

Human Resources and Recruitment Officers

Human Resources and Recruitment Officers manage staffing, employee relations, and HR processes within an organization. They focus on attracting, hiring, and retaining talent while ensuring compliance with labor laws and company policies. Their work supports workforce planning, employee development, and organizational effectiveness.

Duties and Responsibilities (Points):

- Develop and implement recruitment strategies to attract qualified candidates
- Screen, interview, and select candidates for various positions
- Manage employee onboarding, orientation, and training programs
- Maintain personnel records, HR databases, and employment documentation
- Advise management and staff on HR policies, labor laws, and workplace issues
- Coordinate performance evaluations, promotions, and disciplinary actions
- Assist in workforce planning, staffing forecasts, and succession planning
- Ensure compliance with employment standards, regulations, and internal policies
- Support employee engagement, retention, and professional development initiatives
- Collaborate with management to address organizational HR needs and challenges