

WE ARE HIRING!



HR Assistant

SUBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



Education

Bachelor's degree/Diploma/ professional qualification in human resources management from a recognized university

Experience

1 years of related experience in a similar role in the HR Function

Your Role

- Maintain employee records (personal details, contracts, attendance)
- Assist with recruitment (posting jobs, scheduling interviews, onboarding)
- Support new employee orientation and paperwork
- Help manage payroll data, leave records, and benefits information
- Respond to basic employee questions about policies and procedures
- Prepare HR documents and reports
- Ensure confidentiality of employee information
- Support HR events, training sessions, and meetings

Competencies and Skills

- Demonstrated ability to work collaboratively with all levels of personnel within the organization including senior management
- Language proficiency and sound negotiation skills
- Ability to maintain professionalism and maintain a high level of confidentiality
- Strong teamwork capacity with good interpersonal skills to work in a private company environment
- Flexible and adaptable to changing priorities, meeting deadlines, and working well under pressure while maintaining professionalism
- Computer literacy

If you meet the above requirements, please email your detailed CV with contact details and two non-related referees within 14 working days of this advertisement.

E-mail: slibtec@gmail.com