

## Job Opportunity

### Junior Executive, Human Resource Department

#### Responsibilities and Context:

- Assist the hiring authority to identify recruitment needs.
- Source candidates through job portals, employee referrals, and networking.
- Schedule and coordinate interviews.
- Prepare official letters and employment contracts.
- Ensure smooth onboarding by coordinating with HRD and relevant departments.
- Assist in maintaining and following up in order to update different records such as Attendance, Leave Management, Salary and Wages, Allowance and Incentives, Disciplinary Actions, Final Settlement, Personal Files, etc. as per university policy.
- Maintain Employee Database, personnel file and manage other HR related database.
- Support HRD with updating HR policies and ensuring the effective implication of all HR related regulations within the university.
- Perform any other assigned administrative tasks as deemed necessary by the management.

#### Educational Qualifications:

- Graduation in HRM/Management from any reputed university.  
\*Post Graduate Diploma (PGD) in Human Resource Management (HRM) will get preference.

#### Additional Requirements:

- Sound knowledge on HR practices and policies
- Strong communication and interpersonal skills.
- Fluent in English (written and verbal).
- Proficient in MS Office, especially in MS Word, Excel, and PowerPoint.
- Competent to meet deadlines and maintain high quality standards.

#### Experience Requirements:

- Recent graduates are encouraged to apply.
- Having experience in a relevant field will be considered as an added advantage.

#### Salary, Compensation and Other Benefits:

- According to University Policy

#### Employment Status:

- Full-time

#### Application Instruction:

- Please send your updated CV with recent photograph to [hr@aiub.edu](mailto:hr@aiub.edu). Please mention your position on the email subject line.

#### Application Deadline:

- 31<sup>st</sup> May 2025

