



STAFF ASSISTANT - HUMAN RESOURCES

02 Positions

Join our growing HR Team!

We are looking for passionate individuals eager to build a rewarding career in the field of Human Resources.

Job Role:

- Preparation and publishing of vacancy advertisements, short listing suitable candidates, schedule interviews and maintain accurate recruitment records.
- Collect and verify referee details for new recruitments.
- Liaise effectively with external candidates throughout the recruitment process.
- Support the Manager-HR in planning and conducting employee induction programs.
- Provide assistance in various other HR Operational activities as required.

Job Profile:

- G. C. G. (A/L) Examination with 3 passes OR
- G. C. E. (O/L) Examination preferably with 5 credit passes & 1 Year Experience.
- Excellent communication and coordination skills.
- Familiarity with MS Office Package.
- Ability to work independently and handle multiple tasks.
- Maximum age limit is 30 years.

APPLY NOW:



careers.mbsl@mbslbank.com



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