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HR Admin - Fluency in Turkish & English is Required

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Company: JW Marriott

Location: Ankara

Category: other-general

POSITION SUMMARY

Assist and support management and the leadership team with handling and resolving Human Resources issues. Assist employees with internal and external transfer requests and procedures. Monitor and assist managers/supervisors with hiring processes and issues. Coordinate and conduct, reference checks, background checks, and social security number verification. Maintain applicant flow, orientation and transfer request logs. Create and maintain new hire and personnel files and enter them into Human Resources Information Systems. Assist with orientation of new employees. Monitor all hiring and recruitment processes for compliance with all local, state, and laws and company policies and standards. Ensure accurate maintenance of all employee records and files interview documents). maintenance of payroll records in accordance with policies and procedures, as necessary. Inform Human Resources management of issues related to employee relations within the division or property. Create and maintain filing systems. Generate Human Resources data reports as necessary Answer phone calls and record messages. Create and type office correspondence using computer. Serve as Human Resources subject matter expert and participate on project teams. Train new hires on Human Resources processes, programs, policies, information systems, etc.

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