

HR-Assistant

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Company: Huawei Telekomünikasyon Dış Ticaret Ltd

Location: Ankara

Category: other-general

Manage the employee performance database periodically

Assist in all performance-related requests and inquiries

Take part in the performance process by preparing operating data forms

Communicate with employees on goal setting submission and assist the HR department during the appraisal process

Generate performance and attendance related reports

Assist in all attendance related work tasks

Process incoming emails

Provide assistance in organizing and coordinating events

Requirements

Bachelor's degree in Human Resources or another relevant field

1 to 2 years experiences. Previous experience working as an HR Assistant is a plus

Strong interpersonal and administrative skills

Exceptional organizational and time management skills

Close attention to detail

Solid ability to work in a fast-paced environment and follow instructions

Excellent proficiency in MS Excel functions is a must

Familiar with business and communication tools

Fluency in spoken and written English is a must

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