

## **POSITION DESCRIPTION**

Classic Engineering & Construction

### **AM8056 - HR Coordinator**

**Classic Engineering & Construction Limited** is a nationally owned civil engineering and construction company.

Applications are invited from qualified and experienced professionals for this role based in Lae.

#### **HR Coordinator**

Reporting to the Operations Manager, the HR Coordinator is responsible for assisting various HR functions and activities, ensuring the smooth and efficient day-to-day operations of HR processes, supporting employees, and maintaining accurate HR records.

#### **Key Responsibilities:**

- Assist in the recruitment process by coordinating interviews, posting job openings, and conducting initial candidate screenings
- Manage job applicant tracking systems and maintain candidate databases
- Coordinate onboarding processes for new employees
- Maintain and update HR records, including personnel files, HRIS (Human Resources Information System), and other documentation
- Ensure compliance with all data privacy and confidentiality requirements
- Assist employees with benefits-related inquiries
- Help administer employee benefits programs, including health insurance, retirement plans, and leave policies
- Coordinate and schedule training and development programs
- Assist in organizing employee training sessions and workshops
- Assist with payroll processing and related inquiries
- Verify and maintain accurate time and attendance records
- Ensure that the organization complies with all relevant labor laws and regulations
- Assist with policy enforcement and employee relations matters as needed
- Act as a point of contact for HR-related inquiries from employees
- Assist with internal communication of HR policies and procedures
- Generate and maintain HR reports for management as needed
- Assist in analysing HR data to support decision-making.

#### **Expected Competencies:**

- Bachelor's Degree in Human Resources, Business Administration, or a related field
- 5 years of HR or administrative experience
- Knowledge of HR practices, policies, and employment laws
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Problem-solving and decision-making skills
- Confidentiality and professionalism
- Adaptability and the ability to work in a fast-paced environment
- Proficiency in HR software and Microsoft Office Suite
- Team player and customer service oriented.

**This position is open to PNG citizens only**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 24 November 2023**

*Only shortlisted applicants will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**