

## HR Secretary

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Company: American International University, Kuwait

Location: Kuwait

Category: other-general

## HR Secretary

American International University - Kuwait City

American International University (AIU) is looking for dynamic and engaged full-time employees for its newly established University. We seek individuals who have good experience in handling HR tasks in a daily operational workload, to ensure smooth and efficient operations of the Human Resource department. Ability to handle secretarial work of some complexity and variety in an independent and responsible professional manner. Ability to work accurately and efficiently with attention to detail while following established procedures

### Duties

Prepare correspondence, forms, manuals, schedules, contracts, and reports for the director of the human resource.

Prepare recruitment and new-hire packets.

Process and receive criminal history record information on applicants, references, and other application materials.

Initiate and maintain physical and computerized departmental files for all employees and applicants, including verification of completeness of files.

Responsible for the online application process, including verifying completeness of files, sending acknowledgment cards, and notifying those not selected for employment.

Assist with the purging of inactive HR records.

Maintain confidentiality of information.

Updates the staff database and maintains accurate staff lists.

Maintains staff files in an updated and orderly manner including the activation of new staff files and deactivation of records.

#### Skills:

- 1 . Must possess skills to be able to explain and demonstrate the essential functions of the position
- 2 . Ability to communicate information clearly and effectively with a variety of people: employees, and the general public must possess English communication and customer service skills. Arabic would be a plus point.
- 3 . Demonstrated experience of proper telephone etiquette and ability to expedite phone calls by giving clear, concise, specific information
- 4 . Ability to multitask with frequent interruptions must be able to work in a fast-paced, professional working environment, working under pressure and maintaining composure must be task-oriented, a self-starter, and capable working independently
- 5 . Ability to organize and prioritize work assignments and meet deadlines

#### Experience and Education:

Bachelors / High School diploma required

Minimum of three years' experience in the business sector, preferably in human resources department required

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