



Myint & Associates Co., Ltd.

**Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon.
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JOB VACANCY # 003/18

Jr. HR Assistant

Date: 02 February 2018

Myint & Associates Co., Ltd. (M&A) is the first privately owned Myanmar company to conduct businesses as a service provider in the oil & gas industry of the country since 1989. Since its establishment, the company has proven itself not only as the leading service provider, but also as a specialist service contractor for a broad range of services, specifically tailored to meet the requirements of international oil companies and their main contractors operating in Myanmar. Myint & Associates Co., Ltd. (M&A) is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : Jr. HR Assistant
Department : Human Resources
No. of Position : 1 Position

Job Summary

Jr. HR Assistant will be responsible to maintain and updating Employee's data in personal file and HR Software Solution Process. Assist in the implementation of HR program designed to create a positive working environment and a high performance workforce mostly independently.

Job Description

- Updating Employees' Data in Personal File
- Scanning all related HR documents and compile in concerned file
- Assist to perform HR Dept.'s Cash Request, Case Clearance & Case follow-up
- Prepare Salary Payment Record by monthly
- To update HR Software Solution process
- To ensure to sign Employment Contract for All Head Office Staff
- Maintain and updated record Employment Contract (EC) for all H.O Staff
- Assist in Daily operation of Human Resources Department
- Other HR Process which are assigned by Supervisor
- To perform special / new assignment / duty by Sr. Management / HoD

Minimum Required Knowledge & Experience

Education / Experience

- Any graduated, Dip in HRM and/or other Int'l HR related certificate is preferred.
- Experience in HR Software is a plus.
- Willingness to learn, enthusiasm, able to work with team.
- Advanced skills in Microsoft Office and able to use Internet & Email.
- Must be able to read, write and speak English.

Candidates who meet the respective requirements should send their applications, describing details of qualifications & work experience to-date with contact phone numbers and mailing address, attached with copy of educational / professional certificates, copy of Labour Registration Card, National Registration Card, Census copy and original of Testimonial from Police Station to above address by 15 February 2018.

Please note that only shortlisted candidates will be contacted.