**CECOS University invites applications for the position of Human Resource Executive**

**Key Requirements:**

**Education:**

* Bachelor’s degree in Human Resources, Business Administration, or a related field.
* A Master’s degree in HR or HR certifications is preferred.

**Experience:**

* 3-5 years of hands-on experience in HR operations, talent acquisition, employee relations, and compliance.
* Prior experience in payroll processing, performance management, and HR policy implementation is a plus.

**Skills & Competencies:**

* In-depth knowledge of HR best practices, labor laws, and compliance requirements.
* Strong proficiency in HRIS, MS Office, and Google Workspace.
* Excellent interpersonal, communication, and conflict resolution skills.
* Ability to handle confidential information with discretion and integrity.
* Strong problem-solving, decision-making, and organizational abilities.
* Proactive and detail-oriented with the ability to multitask in a fast-paced environment.

**Responsibilities:**

* Assist the Manager HR in executing key HR functions and initiatives.
* Oversee end-to-end recruitment and onboarding processes.
* Administer and implement HR policies, performance evaluations, and employee engagement initiatives.
* Ensure compliance with labor laws and company policies.
* Handle employee relations, grievances, and conflict resolution.
* Assist in payroll processing, attendance management, and benefits administration.
* Maintain and update HR records, reports, and documentation.
* Contribute to HR strategy and process improvements.