

HR Assistant for Sharda University Uzbekistan

Educational Qualification: Graduate Degree BBA/MBA(HR), Degree in Law, & Knowledge of Russian/Uzbek Languages

Desired Experience: 1-2 years in the HR function of any Higher Educational Institute/ Allied Industry/ Corporate house

Essential: Reading, writing, and spoken proficiency in the English, Russian/Uzbek languages. Proficiency in computer and MS office with typing speed minimum 30 words per minute. Knowledge of Local HR practices

Description of job position

- Administrative support of the HR department
- Organizing appointments and job interviews
- CV selection, candidate pre-selection over the phone
- Participating in and assisting with keeping the HR agenda (contracts, terminations, addendums, extensions)
- Helping with organising employee training and education
- Communicating with partners, management, other departments and employees

Requirement: Immediate

Interested candidates can apply online by [clicking here](#)