

HR ASSISTANT TEMPORARY



Location
Vientiane, Laos



Job level
Bachelor degree

Key responsibilities/What you do:

- Monitor key HR metrics and create detailed HR general reports;
- Support and maintain HR information systems duties such as new hire entry; employee data changes;
- Ensure accurate and up to date employee data is maintained; and develop and update employee files;
- Maintain HR files to ensure that appropriate documentation is stored to meet legal requirements, transferring information onto the HR system as appropriate;
- Process and track attendance and leaves (Annual leave, sick leave, maternity, unpaid leave, OT...);
- Maintain all personnel policies and procedures and provide guidance and interpretation to employees;
- Generating various letters and notices and distributing them to managers and/or employees;
- Coordinate the administration of all HR programs including medical, dental, vision, insurance, disability, flexible working time...;
- Coordinate with SSO for staff registration and termination by monthly basis;
- Answer employees queries about HR-related issues;
- Assist with the development and implementation of a suite of standard template forms
- To provide support in HR projects, events, and related activities, including advance clearing processes;
- To assist with onboarding new employees by office tours and staff introductions, entering data into the system, and arranging necessary equipment.
- To assist in reviewing employees' mission plans, issuing travel insurance, and processing health claims checks
- Perform other tasks as advised by Head of HR.

Key requirements/What you bring:

- Bachelor's degree in Business Administration, or related field
- 1–2 years of experience in an HR or administrative role or Fresh graduates accepted.
- Good in both Lao and English.
- Basic knowledge of Microsoft Office (Outlook, Word, Excel).
- High attention to detail and organizational skills.
- knowledge of Lao labor law and HR practices.
- Good communication and interpersonal skills.

Key benefits/What we offer:

We at ASSURANCES GENERAL LAOS offer a flexible working hour, an out of work activities, a positive learning and growing environment to support your professional career and personal development.

We also believe in a diverse and inclusive workforce and are proud to be an equal opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love or what you believe in.

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