

## Human Resource Business Partner (Outsourcing)

### Description

- Carry out timely recruitment and replacement of staff as may be required.
- Respond to all client request in a timely manner.
- Increase existing business portfolio and generate new leads
- Prepare letters, reports and various documents relating to the outsourcing processes.
- Assists in managing harmonious relationships between management and employees through active involvement in employee programs and communication
- Ensure adequate compliance with labour standards is maintained for all accounts handled
- Conduct background checks for all successful candidates before deployment
- Ensure timely processing and reconciliation of outsourced staff salary and overtime.
- Adheres to company policies and procedures and the corporate code of conduct.
- Carry out any other duties as required

### Qualifications

Minimum of a bachelor degree in a reputable institution

3 – 5 years working experience in HR Outsourcing

HR professional qualification is an added advantage

Good knowledge of employee relations management

Excellent communication and interpersonal skills

Problem solving and decision making

Must be commercial awareness

### Contacts

Qualified candidates are to forward their CVs to [recruitment@lingtonandbernie.com](mailto:recruitment@lingtonandbernie.com) using **HRBP Outsourcing** as the subject of the mail or visit [www.lingtonandbernie.com](http://www.lingtonandbernie.com)

### Hiring organization

Lington & Bernie Consulting Ltd

### Employment Type

Full-Time

### Date posted

September 22, 2020

### Valid through

15.10.2020