

# We are **HIRING!**

## **People Operations Administrator**

**People Operations, (Human Capital)**

### **Requirements**

- Minimum O' level or National Diploma holder in Human Resources or in any business-related field.
- Experience working in Human Resources is an added advantage.
- Highly proficient with MS Office (MS Word, MS Excel and MS PowerPoint).
- Possesses people skills in communicating with stakeholders.
- Able to work under pressure and multi-task.
- Open to Brunei citizen and Permanent Resident only.

### **Key Responsibilities**

- To provide administrative support to the Human Capital.
- To assist with recruitment activities with applications, interview planning and administration.
- To maintain, ensure accuracy and update of database personnel information including onboarding and resigned employees.
- To maintain, ensure accuracy and update annual leave medical leave, maternity leave, compassionate leave & unpaid leave record.
- To maintain, ensure accuracy and update & collate school claims, unregistered clinic claim, parking claim and education claim.
- Prepare and submit reports as required by Executive of People Operations. Such as claim reports, leave report.
- Work closely with Finance divisions to prepare the necessary claims and payment.

Curriculum Vitae must be submitted to:

**Imagine Sdn Bhd, 6th Floor, RBA Plaza, Jalan Sultan, BS 8811, Bandar Seri Begawan, Negara Brunei Darussalam**

or via email at [recruitment@imagine.com.bn](mailto:recruitment@imagine.com.bn) no later than Thursday, 18<sup>th</sup> November 2021.

Only shortlisted candidate will be notified.