

## JOB DESCRIPTION

Designation	Human Resource Associate (TP Career Kickstarter)
School/Department	Human Resource Department
Number of Position	1
Duration of Role	6 months

### KEY RESPONSIBILITIES

- Assist in analysing processes to identify opportunities for automation and user experience enhancement.
- Design process workflows and develop automation solutions using Power Automate/Apps to enhance efficiency.
- Prepare and maintain comprehensive work references for HR automated processes and Standard Operating Procedures.
- Identify opportunities to enhance user experience and interaction with HR's touchpoints and platforms (e.g. HR Portal, HR self-help guides).
- Conduct AI chatbot testing and training.

### PREREQUISITES

- Aptitude in IT, process improvement and user experience.
- Strong analytical and problem-solving abilities.
- Good communicator (written and spoken) with the ability to present findings and proposals clearly.
- Good interpersonal skills and collaborative mindset.
- Strong documentation skills and attention to detail.
- Resourcefulness and willingness to learn.