



HUMAN RESOURCES ASSISTANT

We are seeking suitable and experienced individual with excellent interpersonal employee relation who are self-motivated, energetic and have the passion and drive to work in a retail environment. The candidate should demonstrate honesty, resourcefulness and attention to detail including the ability to support all Human Resources Administrative functions including training of new employees.

KEY EXPERTISE:

- Tertiary education preferably diploma or degree in Human Resources Management from a recognized institution.
- 3 – 5 years proven administration human resources work experience in a retail industry or similar.
- Have good knowledge and experience of using Pronto Payroll system or similar ERP Payroll systems.
- Demonstrate the ability to maintain employee personal files and related correspondences.
- Demonstrate the ability to monitor and keep accurate records of monthly employee performance evaluation records.
- Good knowledge and experience in compiling and keeping accurate records of job applications for screening and selection purposes.
- Have the ability to conduct onboarding and training of new employees using current best practices.
- Have the ability to compile and bind necessary human resources documents including managing/monitoring employee KPI's. Good knowledge and experience in using NASFUND online employee/employer portals and keeping

accurate monthly records of new NASFUND membership registration.

- Very good written and communication skills with strong planning organisational skills.
- Good computer literacy with MS Office applications.

New graduates with Diploma/Degree in Human Resource Management are encouraged to apply.

If you feel you meet the requirements, please send your application including a covering letter, CV, a face photo and relevant supporting documents to:

**HUMAN RESOURCES MANAGER
TININGA LIMITED
P. O. BOX 587
MOUNT HAGEN
WESTERN HIGHLANDS PROVINCE**

OR EMAIL TO: jobs@tinga.com.pg

**ONLY SHORT- LISTED APPLICANTS WILL BE INVITED
FOR INTERVIEWS
APPLICATIONS CLOSE ON FRIDAY 2ND MAY 2025**