



**JOB VACANCY # 011/17**

**HR & Admin Executive**

Date: 11<sup>th</sup> August 2017

Myint & Associates Telecommunications Ltd. (Myint & Associates Telecoms) is the information technology arm of the MPRL E&P Group of Companies and in the business unit of Data Center Service as well as other IT Managed Services. We provide a wide range of solution such as Colocations, Cloud Computing, and Virtualized Computing Services. Myint & Associates Telecommunications Limited fully owns Myint & Associates Data Center which is the first Tier III Design Certificate Data Center in Myanmar accredited by UPTIME INSTITUTE. Myint & Associates Telecommunications Ltd. is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : HR & Admin Executive  
Job Grade : 4  
Duty Station : M&A Telecom, Yangon Office  
No. of Position : 1 position  
Reporting to : General Manager  
Submission Deadline : 28 August 2017

**Job Summary**

To provide day to day administrative support in the implementation of human resource policies, procedures, and ensure smooth office operations.

**Job Description**

**Human Resources**

- Formulate recruitment and selection processes (posting Job Vacancy Announcement, CV collections, CV Screening, personal interview, final selection etc.) designed to identify and attract high caliber candidates to M&A Telecom. Work closely with General Manager to ensure the effective implementation of these processes.
- Provide coaching, guidance and support to General Manager on the implementation of the M&A Telecom performance management process to ensure the integrity of the process, particularly in identifying high performing / high potential candidates and ensuring sub-standard performance issues are addressed.



- Act as the HR department focal point for employees who need advice, information or support from Human Resources. Ensure that all new employees are provided with comprehensive induction information at the appropriate times when they join the company and that an exit interview is held with all employees who resign.
- Prepare HR-related documentation such as contracts of employment, confirmation letters, increments, resignations & HR related letters.
- Responsible for maintaining updated staff records, staff attendance sheets / time sheet, other HR related issues (staff manual)
- Work closely with Team to take responsibility for the standardized documenting, filing and related assistance for HR issue needs. Keep all HR related documents in a proper and systematic filing system.

### **Administrative**

- Provide administrative support and perform duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests;
- Responsible for general administrations and secretarial work also.
- Assist and organize for meetings, presentations and events, etc.;
- Take meeting minutes (or) record of feedback/ discussions in the meetings.
- Coordinate with the other Department Assistants to facilitate communications between Departments and cross-cutting administrative matters.
- Travel to project sites together with supervisors whenever required;
- Perform general clerical duties under supervision.

### **Minimum required knowledge & experience**

#### **Education / Experience**

- Any University Degree and relevant Academic Qualifications.
- Minimum (2) year(s) of working experiences in HR and Administrative related field

#### **Special Skills**

- Strong verbal and written communications skills in English/ Myanmar



- Proficiency in Microsoft Office suite
- High degree of motivation and willingness to learn
- Highly developed leadership skills, particularly related to communication, interpersonal skills/ influencing, decision making, customer service
- Detailed knowledge and understanding of business practices relating to human resources

The position will be based in the Yangon office but may involve occasional visits to project locations.

Interested candidate are requested to submit an application letter with CV, relevant educational certificates and at least three references to Human Resources Department at MPRL E&P Pte.,Ltd.

Address : Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon, Myanmar.

Tel : (95-1) 230 7733 – 35

Fax : (95-1) 230 7744

Website : [www.mprlexp.com](http://www.mprlexp.com)

Email : [hr@mprlexp.com](mailto:hr@mprlexp.com)

Please note that applications received after deadline will automatically be discarded and only short listed candidates will be contacted.