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IBM Recruitment 2023 – Free Jobs Alerts – Virtual Assistant Post

Hiring organization
IBM

Job Location

India
Remote work from: IND

Date posted
July 19, 2023

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Valid through
31.12.2023

Base Salary

USD 17,500 - USD 24,800

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Qualifications

Graduate

Employment Type

Full-time

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Description

IBM Recruitment 2023

The Virtual Assistant is responsible for providing administrative support to the HR department. This includes tasks such as managing the employee onboarding process, processing payroll, and maintaining employee records. The ideal candidate will be a highly organized and detail-oriented individual with excellent customer service skills.

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Responsibilities:

- Manage the employee onboarding process, including collecting paperwork, scheduling interviews, and issuing offer letters.
- Process payroll, including entering timesheets, generating paychecks, and managing deductions.
- Maintain employee records, including updating employee profiles, tracking leave balances, and issuing termination notices.
- Provide administrative support to other HR functions, such as recruiting, training, and benefits administration.
- Answer emails and phone calls from employees and customers.
- Coordinate travel arrangements for employees.
- Order office supplies and other materials.
- Other administrative duties as assigned.

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IBM Careers

Requirements:

- Excellent customer service skills
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite
- Experience with HR software
- Ability to work independently and as part of a team
- Excellent written and verbal communication skills

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