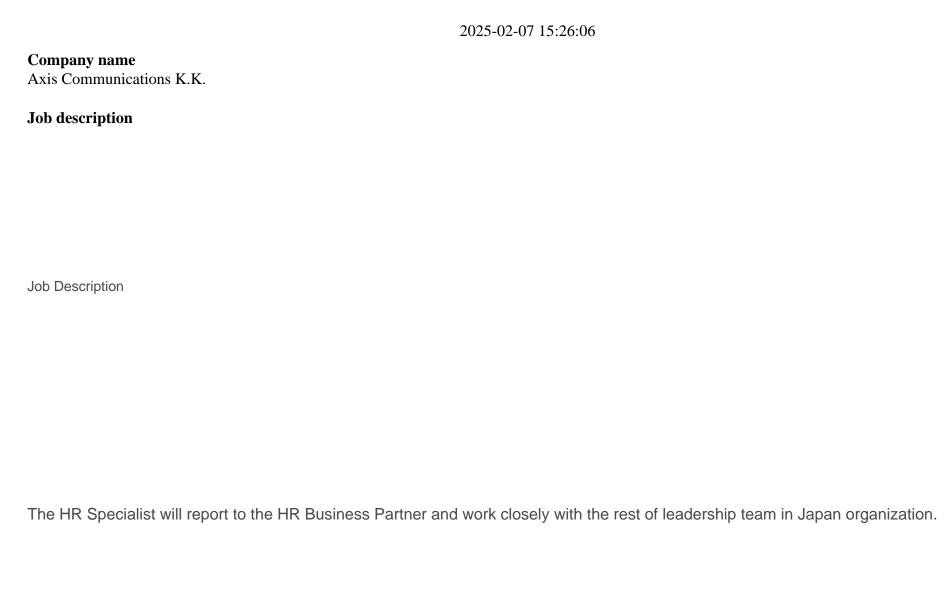
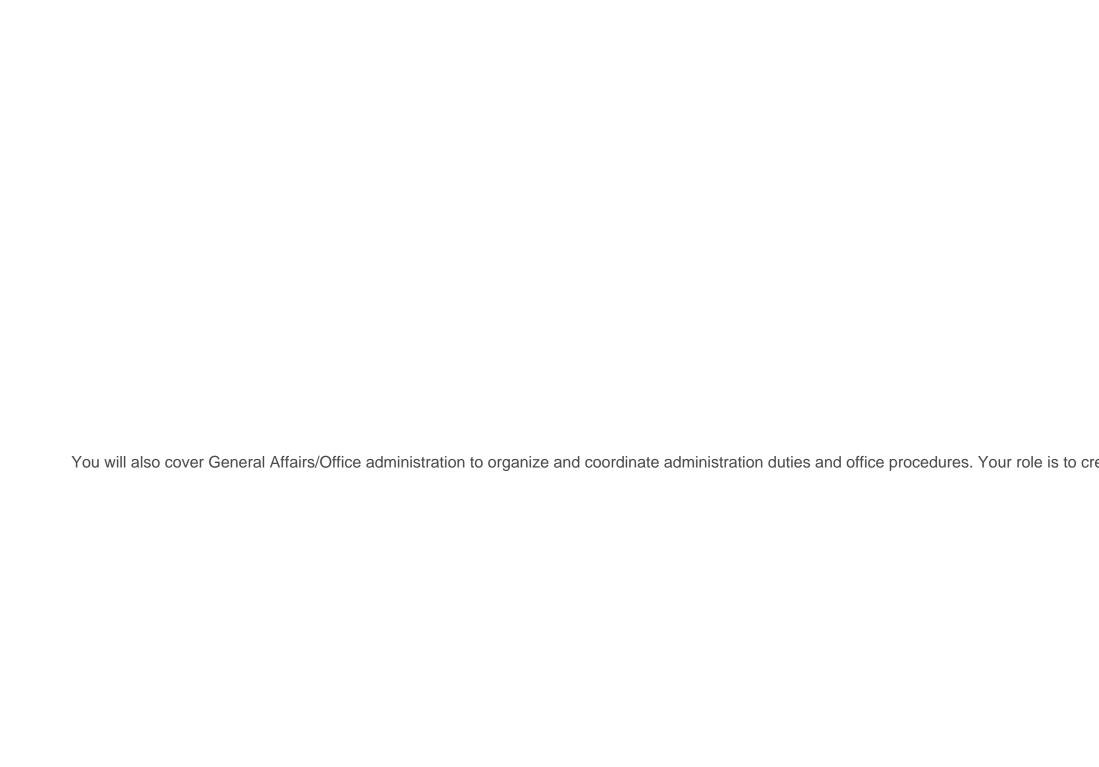
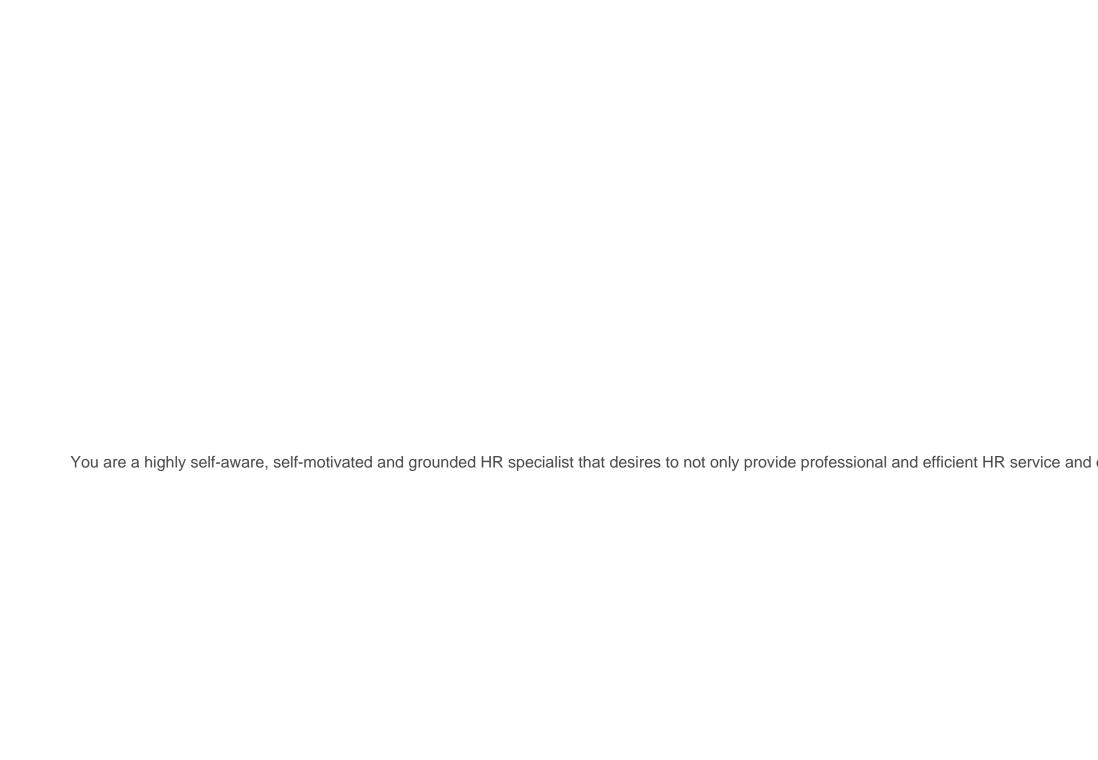
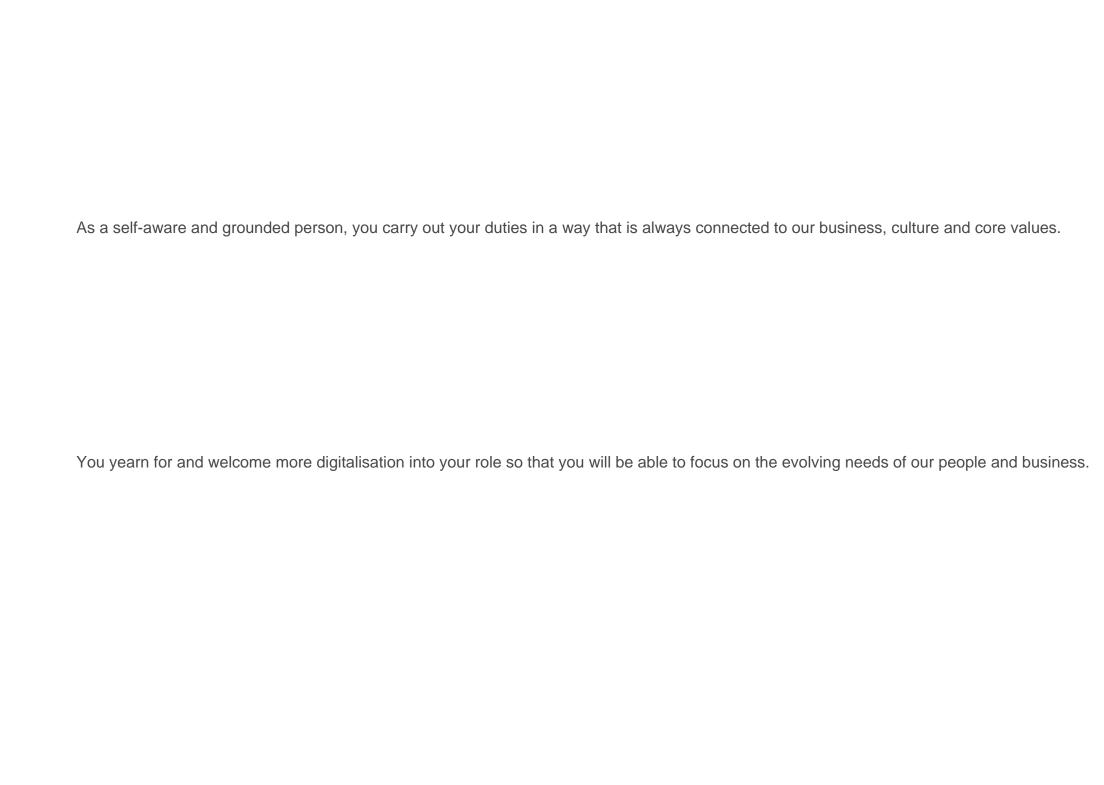
Axis Communications, HR Specialist

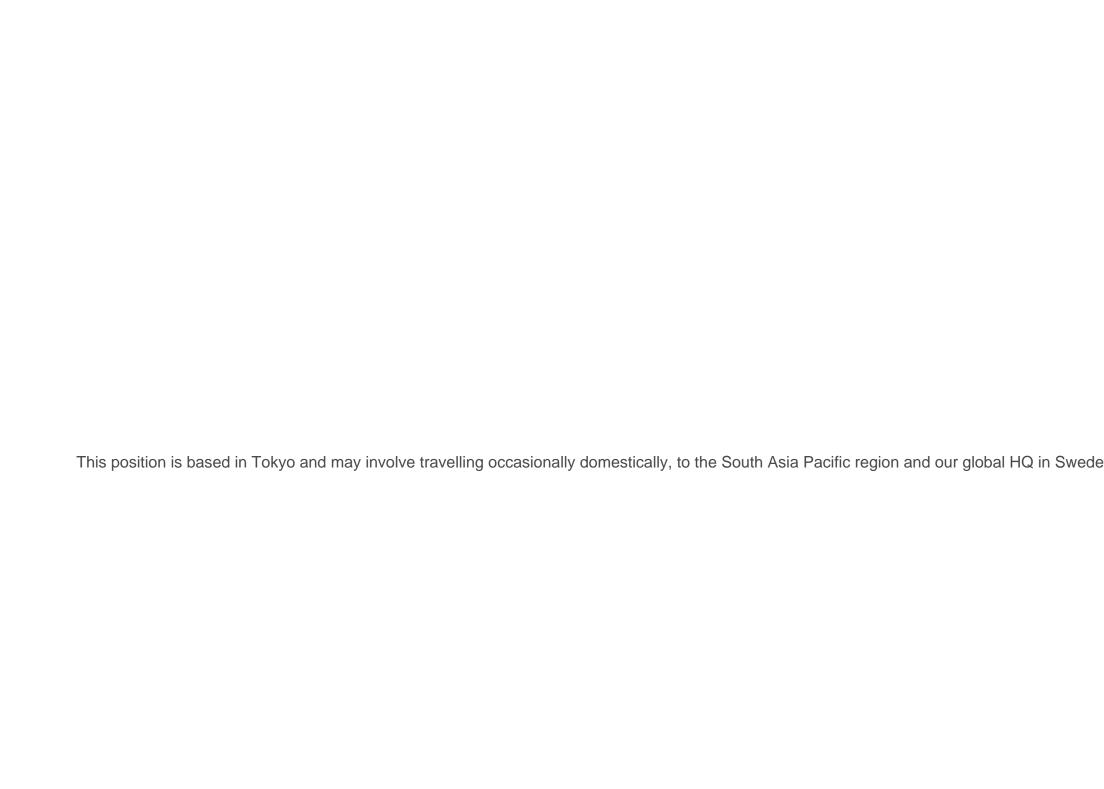












HR

?Partner with HRBP to update and maintain office policies as necessary

?With your HR relation, support the organization in all the aspects of HR spectrum scope from start to the end processes such as recruitment process, on/off-boarding, performance & appraisal process, C&B/payroll, training, people development and advice and interpretation of legislation to employees as well as employee relations

?HRIS such as Workday and DocuSign or/and any other digital tools

?Being the bearer of our company culture by representing our core values

?Represent and collaborate with the region & global/internally & externally for sharing ideas and best practice

?Collaborate with business leaders and cross-functional teams to drive engagement and sustain our culture

?Manage the day-to-day office administration function (ad-hoc) including facility management, sales support activities to ensure seamless administration/digital support to the local organization with aim to achieve and maximize work productivity and cost efficiency

?Any other duties that the HRBP may assign from time to time

GA

?Serve as the point person for office managing duties including:

Maintenance

Mailing

Supplies

Equipment

Bills

Errands

Shopping

?Organize the office layout and order stationery and equipment

?Maintain the office condition and arrange necessary repairs

- ?Organize office operations and procedures
- ?Coordinate with IT department on all office equipment
- ?Ensure that all items are invoiced and paid on time
- ?Support to manage contract and price negotiations with office vendors, service providers and office lease
- ?Support to manage office G&A budget, ensure accurate and timely reporting
- ?Provide general support to visitors
- ?Address employees' queries regarding office management issues (e.g. stationery, Hardware and travel arrangements)
- ?Liaise with facility management vendors, including cleaning, catering and security service
- ?Support in-house or off-site activities, like parties, celebrations and conferences

