



Note: Only short-listed candidates will be contacted.

Job Vacancy Announcement - Human Resources Associate (Remote)

Myanmar Youth Empowerment Opportunities (MYEO) is, an impact-oriented edutech firm, founded to accelerate Myanmar's next generation youths with relevant 21st century skills and transformative learning opportunities through an affordable mobile-based online learning platform that increases youth employability and paves the way for a high-skilled workforce for organizations in Myanmar. Our mission is to equip all of Myanmar's new graduates with the skills to be valuable members of the Myanmar work system and community.

Our Culture Code - We are a mission-driven team with high levels of execution and value ideas over egos or other nuances. Our team is agile, dynamic, innovative, young, fun and diverse with remote work culture in our DNA. We do not tolerate any form of discrimination and strive for equality and individual freedom through skills empowerment across Myanmar.

About HR associate - The role will successfully coordinate and execute various human resources tasks, including recruitment, onboarding, employee relations, and administrative duties, to support the HR department and ensure smooth operations.

Job Description

- Lead the onboarding and offboarding process.
- Design and implement team building activities.
- Assist with day to day operations of the HR functions and duties.
- Ensure all the staff understand the organization policies and procedure.
- Assist HR manager and HR Executive in researching and applying best practice of HR.
- Promote employee engagement and conduct employee orientations
- Create and maintain a positive and awesome culture that is focused on our company values.
- Streamline HR administrative functions, including attendance tracking, leave records, and staff updates.
- Assist any other HR and administrative duties as assigned.

Qualification & Requirements

- Bachelor Graduate or Undergraduate
- Certificate/Diploma in HRM
- Experience in HR or related field is preferred
- Knowledge in Myanmar Labour Law
- Age between 20 to 35
- Familiarity with (or willingness to learn) online work tools such as Slack, Google Workplace, and project management tools
- Excellent written and verbal communication skills, both in English and Myanmar, including the ability to articulate results to a variety of stakeholders

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- Good interpersonal skills and able to handle interfaces with different functions
- Fast learner, self-motivated and good attitude

Equal Opportunity Employer

MYEO is an equal opportunity employer. MYEO does not discriminate against any applicant for employment on any basis including, but not limited to: race, religion, sexual orientation, gender identity, age, disability, and marital status. MYEO welcomes and encourages candidates from underrepresented communities to join the team.

Interested candidates are welcome to submit Curriculum Vitae (CV) to the following contact.

Myanmar Youth Empowerment Opportunities
Email: hr@mymyeo.com