
Job Ref. No. HRI/001

Job Location: Kiambu

Position: Human Resource Intern

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We have an exciting career opportunity for a **Human Resources Intern** within the **Human Resources Department**. The position holder will report to the **Human Resources Manager** and will be based at our offices in Kiambu.

Role Purpose

The Human Resources Intern will provide crucial administrative support to the Human Resource manager to enhance operations and improve the HR Department. The role will entail executing strategic HR tasks, fostering communication within the HR department and other business units.

Main Responsibilities

1. Administrative Support

- Assist in managing HR documentation, including employee records, contracts, and policies.
- Aid in scheduling interviews, meetings, and training sessions.
- Handle inquiries from employees regarding HR policies and procedures.

2. Operational Support

- Coordinate attendance tracking and management.
- Contribute to the development and implementation of HR initiatives and programs.
- Assist in the onboarding process for new hires, ensuring a smooth transition.
- Support employee engagement activities and events.

3. Strategic HR Tasks

- Assist in data analysis and reporting for HR metrics and key performance indicators.
- Participate in HR projects aimed at enhancing organizational effectiveness and efficiency.
- Contribute to the development of HR strategies aligned with business objectives.

4. Communication Facilitation

- Collaborate with various departments to facilitate effective communication and information sharing.
- Draft internal communications, announcements, and newsletters.
- Assist in the design and distribution of departmental e-shots and communications.

Key Competencies

1. Confidentiality.
2. Attention to detail and accuracy in administrative tasks.
3. Strong communication and interpersonal skills.
4. Ability to prioritize tasks and manage time effectively.
5. Analytical and problem-solving skills.
6. Team player with a positive attitude and willingness to learn.

Qualifications

1. Bachelor's degree in Business Administration, Human Resources Management, Commerce or any other related field.
2. IT proficient (proficient in MS Word, Excel and PowerPoint)