
Job Location: Limuru

Position: Human Resource Assistant

Department: Human Resources

Industry: Outsourcing

Role Purpose

We are searching for a qualified HR assistant to provide administrative support to our Human Resources department. Reporting to the HR manager, the assistant will help with recruiting, on-boarding, and training tasks. The assistant will also act as the primary liaison between the department and other employees. Our employees are the foundation of our company, and we are committed to creating an environment where everyone can thrive. Our HR assistant will be a key part of ensuring employee success and will have room to grow their career.

Main Responsibilities

- a. Assist with recruiting tasks such as reviewing resumes, conducting and scheduling interviews, hiring, and following up with candidates.
- b. Schedule and coordinate on-boarding assignments and training sessions
- c. Compile and process employee documentation and records, and keep the employee database up to date
- d. Assist the HR manager with formulating policies, procedures, and changes, as well as communicating all updates to employees
- e. Maintain the departmental email account, responding to employee questions and complaints in a timely and professional manner
- f. Track employee attendance, PTO, and leaves, and assist with payroll processing and documentation

Key Competencies

1. Excellent communication skills, both written and verbal.
2. Strong attention to detail.

3. Proficiency in administrative duties such as communications, data entry, and record keeping.
4. Enthusiasm for working within a team environment.
5. Tact and professionalism when it comes to handling confidential information and addressing employee concerns.
6. Proficiency with technology, and the ability to pick up new software easily.

Qualifications

1. Bachelor's degree in Business Administration, Human Resources Management or any other related field.
2. IT proficient (proficient in MS Word, Excel and PowerPoint).
3. Familiarity with company's preferred HR software.
4. Experience in an administrative role.
5. Understanding of Kenyan labor laws.
6. Desire to grow within the company