

Job advert for Human Resource

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| Position Vacant | Human Resource- We are looking to recruit a proactive, organized and highly productive Human resource personnel with good interpersonal and customer relations skills to setup and run the human Resource department. | | |
| Qualification | Degree in Human resource, business administration or a related field. | | |
| Required Skill Set | <p>4 Years Experience in People Management & Interpersonal communication skills.</p> <p>Good communication, planning and learning skills.</p> <p>Exception organization skills</p> <p>Good problem solving and conflict management skills</p> <p>Proficient use of Excel, MS word</p> <p>Must be proactive, efficient and be able to work with minimum supervision.</p> <p>Must have worked in a busy medium size organization</p> | | |
| Job Description / Responsibilities | <ul style="list-style-type: none"> • Process the Payroll and ensure timely payment and compliance with statutory deductions • Identify talent gaps in the organization and Recruitment for the same. • Ensure company policies are up to date, implemented and complied • Facilitate good employee - management relations • Implementation and review of the company Performance management system • Oversee employee welfare • Manage leave/ attendance records • Process employee travel expense including mileage claims • Identify Training needs and career Development of employees • Employee orientation • Keep and Maintain accurate employee records and other HR documents • Direct disciplinary protocols | | |
| Location | Nairobi, Kenya | | |
| Contact Information | Contact Person Sonia Patel | Contact No. +254722757180 | e-mail ID sonia@esteckenya.com |
| Website : | www.esteckenya.com | | |

