

Human Resource & Administration Officer at Crystal Recruit

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Crystal Recruit is a boutique recruitment firm that specializes in matching the right talent to the right job opportunities across Africa. We go out of our way to find that missing person for your business puzzle. We are the partner that understands your needs, recruits 'best-in-class' talent and counsel you towards a successful conclusion to the search process.

Duties & Responsibilities

Participate in the company's annual people planning meetings and give insights on key HR initiatives that are required to support the achievement of business objectives

Prepare and maintain employment records related to HR activities both statutory and non-statutory such as recruitment, termination, leave, transfers, promotions, and any other records required

Develop and maintain an efficient and effective filing system to support the maintenance and management of accurate and required HR statutory and legal documents and records

Interpret and explain human resources policies, procedures, laws, standards, and regulations to staff as required

Confer with management to develop implement and keep up-to-date relevant HR policies and procedures including recruitment, training and development, performance management, disciplinary and grievance, and exit management.

Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns, and work with relevant leadership team members to coordinate disciplinary and grievance hearings and resolutions

Inform job applicants of details such as duties and responsibilities, compensation, benefits schedules, working conditions, and promotion opportunities as and when applicable

Schedule or conduct new employee orientation and support line managers to implement relevant and impactful induction programs for all new staff as well as for staff on rotation

Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms

Conduct reference or background checks on new employees as guided by company policy

Conduct exit interviews and ensure that necessary employment termination paperwork is completed through a sign-off checklist

Analyze employment-related data and prepare required reports

Evaluate recruitment and selection criteria to ensure conformance to professional, statistical, or testing standards, recommending revisions, as needed

Process paperwork for new employees and enter employee information into the HR system while opening new employee files

Verify attendance, hours worked, rotation schedules and pay adjustments, and post information onto designated records management systems

Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records

Keep track of leave time, such as personal, and sick leave, for employees

Review employment and working conditions to ensure legal compliance

Support delivery of a safe and secure working environment

Maintain knowledge in the department, keeping it up to date with the latest recruitment and training practices, trends, and technology

Model best practices in HR activities in order to ensure the maintenance of top-notch performance

Order office supplies and ensure quality accuracy and delivery within agreed-upon SLAs

Ensure and manage general office/shop cleanliness and arrangement within stipulated standards

Manage oversee and ensure the quality of office maintenance and repair work

Monitor and ensure proper use of the company assets e.g., cars, stationery, and other items facilitated by the company

Ensure all security measures are put in place including CCTV administration

Manage the company fleet and drivers and coordinate with the drivers and riders on delivery and collection of goods, as well as coordination of vehicle servicing and repairs and maintenance. Also, provide monthly drivers reports

Ensure proper maintenance and recording of all invoices with supporting documents e.g., delivery notes, LPOs, and receipts

Any other duties and responsibilities as may be assigned from time to time.

Skills & Requirements

A Bachelor's Degree in HRM or a related field from a recognized university

Membership of the IHRM (Kenya) or equivalent professional membership in HR

Certified HR Practitioner of Kenya with a valid Practicing certificate

At least five years of relevant generalist HR experience focused on HR Administration in a highly commercial technology environment with demonstrable experience in managing a diverse range of stakeholders within the business

A diploma in HRM either completed or ongoing from the CHRMA is an added advantage.

Knowledge of principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations and negotiation, and HR information systems

Understanding of labor laws and disciplinary procedures

Proficient in MS Office; knowledge of HRMS is a plus

Outstanding organizational and time-management abilities

Excellent communication and interpersonal skills

Problem-solving and decision-making aptitude

Strong ethics with the ability to keep company and staff information confidential and secure

Ability to provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person

Ability to get members of a group to work together to accomplish tasks

Ability to analyze information and evaluate results to choose the best solution and solve problems

Documenting/Recording Information – Ability to enter, transcribe, record, store, or maintaining information in written or electronic/magnetic form

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