

Human Resource & Administrative Assistant at Flexi-Personnel

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Flexi Personnel Ltd is a HR Company that was founded in . It is currently the fastest growing HR firm in Kenya offering a wide range of services including Headhunting and Executive selection, Outsourced Labor management, HR Outsourcing, Outsourced Payroll Management, HR consultancy, Psychometric Assessments and Expatriate Services and relocation support. What makes us a unique Recruitment and Outsourcing Agency in Kenya, and the whole of Africa, is our systematic approach and listening to our clients' recruitment and payroll needs. We've offered and will continue offering appropriate solutions to our clients. We only forward candidates within the client's specification. As a Recruitment firm, integrity and value are key elements of our Recruitment, Staff Outsourcing, Payroll Management, and HR Consultancy services. We deliver to our promise to our clients within a 3-day deadline. This is enhanced by our dedicated team of recruitment, screening, and management experts.

MAIN PURPOSE OF THE JOB

Providing HR and Administrative support to the General Manager and the entire business.

Coordinate, plan, and organize the day-to-day activities regarding HR management and report to the General Manager all the happenings of the day.

KEY RESPONSIBILITIES:

General Human Resource

Manage HR administrative tasks such as contracts, letters, and personnel files.

Coordinate HR projects (meetings, training, surveys, etc.) and take minutes.

Updating HR databases (e.g., new hires, separations, vacations, sabbaticals, and leaves).

Prepare relevant paperwork for HR policies and procedures and ensure compliance.

Manage and spearhead performance management systems and processes while ensuring subsequent action is undertaken.

Create regular reports and presentations on HR metrics (e.g., turnover rates)

Assist in the drafting and updating of employee job descriptions.

Initiate, drive and monitor change to ensure proper succession planning and knowledge management.

Support the development and implementation of HR initiatives and systems that improve employee satisfaction, morale, and commitment.

Review employment statuses, working conditions, and employee liabilities to ensure legal and labor compliance.

Support with departmental training requirements including inductions, training needs analysis, and training materials.

Keep internal HR reference documentation up to date.

Assist in establishing and maintaining the organizational culture.

Collaborate with other teams (on-site/remote) on cross-functional projects while maintaining critical and exceptional communication channels.

Personnel Administration

Deal with employee requests regarding human resources issues, rules, and regulations

Handle complaints and grievances from employees e.g., facilitation disciplinary hearings, etc.

Establishing and maintaining effective communication frameworks on issues affecting staff.

Reviewing procedures for employee health, safety, welfare, and wellness.

Conduct employee exit interviews.

Generate new ideas and suggestions for continuous improvement of systems, processes, and procedures to enhance employee experience.

Others

Providing clerical and administrative support to General Manager

Execute ad hoc tasks and any other job-related instructions as requested from time to time.

KEY REQUIREMENTS:

Degree in Human Resources or related field with a minimum work experience of 5-7 years

Candidate MUST have worked as a Human Resource Generalist in a Human Resource Consultancy/Outsourcing Firm.

Knowledge of Kenyan labor laws

Hands-on experience with an HRIS or HRMS

Ability to work under pressure.

Excellent planning and organization skills

Ability to work with teams to drive productivity and motivation.

Ability to work on their own or in teams across different shifts

Excellent people management and presentation skills.

Flexibility to respond to a range of different work situations

Excellent organizational skills

Positive attitude

Strong communications skills including knowledge of zoom etc.

Excellent skills in Word, Excel, and PowerPoint

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