

Human Resource Assistant at Bristol Park Hospital

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Job Description

Bristol Park Hospital has been in operation since and has continued to serve residents of Embakasi and the rest of Nairobi with excellence in healthcare delivery. We pride ourselves in our personalized care with uttermost integrity and respect for our clients. We now have a new branch in Utawala , on the eastern bypass opposite Tumaini Supermarket. All our branches provide a comprehensive range of affordable, high inpatient and outpatient services.

Key Responsibilities

Providing clerical and administration support to the HR Officer

Compiling and updating employee records (hard and soft copies)

Assisting in payroll preparation by providing relevant data

Coordinating HR Projects i.e., (meetings, trainings, surveys) and taking minutes

Preparing letters of appointment and confirmation Letters

Conducting orientation for newly hired employees

Dealing with employee requests regarding human resource issues

Coordinate communication with candidates and scheduling interviews

Processing documentation and preparing reports relating to personnel activities

Assisting in longlisting and shortlisting from the database

Any other duties as may be assigned from time to time

Key Qualifications, Experience, Skills, and Competencies

Degree or Diploma in Human Resource Management

Minimum of 2 years of working experience

Excellent communication and interpersonal skills

Excellent computer skills

Ability to learn quickly and manage workload in a demanding environment

Proficient with or the ability to quickly learn payroll management

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