

Human Resource Assistant at Brites Management

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Location: Kenya

Category: other-general

Job Description

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Brites Management Services Limited is one of the best leading Recruitment and HR consultancy companies in Nairobi, Kenya. We are registered and incorporated under Companies Act (Cap.) and we provide a complete range of HR Solutions. Our sole focus is to simplify the complexities of the HR department and help companies concentrate on the core business as we handle HR tasks more efficiently and accurately. We have diverse staff of seasoned professionals who are passionate about value addition to our clients. We deliver our services in a professional manner offering expertise support that amplifies a company's potential by having a systematic process to not only offer the best talents but also other performance monitoring services. Over the years, we have acted as a preferred and the best Recruitment and HR Consultancy Company in Kenya, Africa, Middle East and handling assignments from all corners of the world.

Duties and Responsibilities:

Design hiring plans for all hotel departments based on seasonal needs

Interview and assess job candidates

Manage compensation and benefits plans

Oversee employee attendance and working schedules, including paid time off, overtime and breaks

Onboard new hires

Report on employee turnover rates

Organize employee records, like contracts, paying special attention to work permits and visas

Implement employee retention programs (like end-of-season bonuses)

Coordinate accommodation, catering and transport for our staff when necessary

Schedule trainings for all hotel employees (for example, customer service skills training)

Act as the point of contact when employees have queries or job-related issues

Ensure hotel staff complies with relevant health and safety regulations

Key Requirements

Qualifications / Skills:

3 years' experience as HR supervisor in Hotel or Restaurant

Degree in HR

Good communication skills

Good interviewing skills

Interpersonal skills and a team player

High levels of integrity and proactive

Committed to duty –can get out of their way to complete an assignment

Keen on details

Self-Motivated and work oriented

No one will push you to do your work

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