

Human Resource Assistant at Victory Farms

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Victory Farms is a tilapia fish farm established in . VF is located on the Kenyan side of Lake Victoria and has distribution capacity throughout Kenya. The Company is rapidly expanding its farm operation, fish processing, and sales & marketing capabilities. By the end of , VF is on track to be the largest aquaculture farm in East Africa. VF is employing world-class technologies, people and processes to build the leading tilapia farm globally.

QUALIFICATIONS/COMPETENCIES:

Bachelor's Degree in Human Resource Management from a reputable University.

CHRP certification will be an added advantage.

At least 4 years' HR experience in a fast-paced environment.

Excellent verbal and written communication skills.

Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.

Excellent organizational skills and attention to detail.

Proficient with Microsoft Office Suite or related software.

Proficient with or the ability to quickly learn payroll management, human resource information systems (HRIS), and similar computer applications.

RESPONSIBILITIES AND ACCOUNTABILITIES:

Reports preparation including Probation Reports, Leave Reports, New Hires Reports.

Contract Management including drafting and sharing contracts with employees.

Employee relations including attending disciplinary meetings and taking minutes, sharing letters with the necessary parties for signing and storing the signed copies.

Attend HR and Sales Representative meetings, take minutes, record attendance, give a summary of issues raised and not addressed.

Manage new hires and exits documentation.

Participate in recruitment of new staff, share interview summaries and vacancy reports.

Maintain accurate and up-to-date human resource files, records, and documentation.

Assist in payroll related reports.

Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.

Maintain the integrity and confidentiality of human resource files and records.

Performs other duties as assigned.

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