

Human Resource Intern at AAR Healthcare Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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AAR Healthcare is currently one of the largest providers of outpatient healthcare services in East Africa, with a network of 21 clinics across the country and serving over , clients annually from across the social divide. At AAR Healthcare, we employ experienced medical and management staff, and use internationally approved disease management protocols and drug formulary supported by the state of the art information technology systems to provide consistent treatment for our clients from anywhere in East Africa.

Overall purpose of the job:

Reporting to the HR Business Partner, the incumbent will be responsible for provision of office administration assistance to the Human Resources department.

Key Responsibilities:

Updating and maintaining staff records

Coordinating interviews and psychometric tests

General filing for the HR department

Management of HR Management Information System (HRMIS)

General HR correspondence.

Position Requirements and other competencies:

Degree in Human Resource Management

CHRP foundation level

Excellent communication skills

Good interpersonal skills

High level of confidentiality

Excellent organization skills and attention details

ICT proficiency

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