

## Human Resource Manager 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.

### DUTIES AND RESPONSIBILITIES

Basically all duties in a busy HR department while being assisted closely by a HR Assistant

Maintaining human resource staff by recruiting, selecting, orienting, and training employees.

Maintaining the work structure by updating job requirements and job descriptions for all positions.

Processing payroll and ensuring all statutory deductions are remitted on time.

Ensuring payroll reports are well maintained.

Maintaining human resource records by designing a filing and retrieval system; keeping past

and current records.

Maintaining and revising the company's handbook on policies and procedures.

Assist in performance management and employee evaluation.

Dealing with employee grievances and implementing disciplinary procedures.

Ensuring that all staff accounts are updated on the CRM system.

Maintaining staff leave balance reports.

Analyzing training needs in conjunction with departmental managers.

Overseeing exit interviews.

Looking after health, safety and welfare of all employees.

Perform any other duties assigned by the management

## **QUALIFICATIONS**

Bachelor Degree in HRM or Higher National Diploma in HRM.

Excellent knowledge of various HR functions such as pay & benefits, recruitment, on-boarding, evaluation, training & development etc.

3-5 years of experience in a corporate company managing 50- staffs.

Good understanding of labor laws

Proficient in MS Office

Outstanding organizational and time-management skills

Excellent communication and interpersonal skills

Strong ethical standards

Integrity and approach-ability, as managers and staff must feel able to discuss sensitive and confidential issues with you.

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