

Human Resource Officer at Flexi-Personnel

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Flexi Personnel Ltd is a HR Company that was founded in . It is currently the fastest growing HR firm in Kenya offering a wide range of services including Headhunting and Executive selection, Outsourced Labor management, HR Outsourcing, Outsourced Payroll Management, HR consultancy, Psychometric Assessments and Expatriate Services and relocation support. What makes us a unique Recruitment and Outsourcing Agency in Kenya, and the whole of Africa, is our systematic approach and listening to our clients' recruitment and payroll needs. We've offered and will continue offering appropriate solutions to our clients. We only forward candidates within the client's specification. As a Recruitment firm, integrity and value are key elements of our Recruitment, Staff Outsourcing, Payroll Management, and HR Consultancy services. We deliver to our promise to our clients within a 3-day deadline. This is enhanced by our dedicated team of recruitment, screening, and management experts.

MAIN PURPOSE OF THE JOB

Coordinate, plan, and organize the day-to-day activities regarding HR management and report to the **Managing Director** all the happenings of the day.

HR Strategy – Provide insights and recommendations on HR policies, practices, and initiatives to drive positive change and enhance employee experience.

You'll be the go-to person for employees, providing guidance, resolving conflicts, and fostering a supportive work environment.

KEY RESPONSIBILITIES:

Manage HR administrative tasks such as contracts, letters, and personnel files.

Attracting and retaining top talent, implementing innovative HR strategies, and promoting a culture of inclusivity and growth.

Coordinate HR projects (meetings, training, surveys, etc.) and take minutes.

Manage and spearhead performance management systems and processes while ensuring subsequent action is undertaken.

Prepare regular reports on HR metrics, including employee turnover, performance, and engagement, to evaluate the effectiveness of HR strategies and initiatives.

Develop, update, and communicate HR policies and procedures in compliance with relevant laws and regulations.

Provide guidance and support to managers and employees regarding HR policies, employee benefits, and employment-related matters.

Maintain accurate HR records and ensure data privacy and confidentiality.

Assist in the drafting and updating of employee job descriptions.

Deal with employee requests regarding human resources issues, rules, and regulations

Handle complaints and grievances from employees e.g., facilitation disciplinary hearings, etc.

Establishing and maintaining effective communication frameworks on issues affecting staff.

Conduct employee exit interviews.

Generate new ideas and suggestions for continuous improvement of systems, processes, and procedures to enhance employee experience.

Organize and facilitate employee engagement activities, including team-building events, recognition programs, and training sessions.

Execute ad hoc tasks and any other job-related instructions as requested from time to time.

KEY REQUIREMENTS:

Degree in Human Resources or related field with a minimum work experience of 3-7 years

Experience working as a HR consultant is an added advantage

Must be a registered member of IHRM.

Knowledge of Kenyan labor laws

Hands-on experience with an HRIS or HRMS

Excellent planning and organization skills

Excellent people management and presentation skills.

Flexibility to respond to a range of different work situations.

Excellent organizational skills

Excellent skills in Word, Excel, and PowerPoint

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