

Office Assistant at Reeds Africa Consult

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Location: Kenya

Category: other-general

Job Description

Reeds Africa consult (RAC) offers a broad scale of Human resource services designed to provide professional supports for the growing needs of today's corporate organizations. Our services includes the entire employee life cycle in an organization from the point of recruitment, training and development, policy development, compliance audits, provision of HR tools to achieve overall business success from the HR perspective. Reeds Africa consult (RAC) consultants have a combined experience of over 18 years and are very well capable of achieving sustainable, productive performance growth with full compliance as your HR partner of choice.

REQUIREMENTS:

Diploma in any Business-related field.

Previous experience in an office environment.

Proficient in Microsoft Office Suite.

Excellent verbal and written communication skills.

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