**HUMAN RESOURCE ASSISTANT**

This role assists with the day to day operations of the HR functions and duties. The role ensures smooth and prompt communication between HR and employees. They will ensure our HR department is organised and operates smoothly to attract, hire and retain our employees.

Responsibilities

* Assisting with recruitment, payroll processing, compiling and maintaining records
* Coordinate HR activities and projects
* Compiling and updating employee databases (hard and soft copies)
* Assist in creating policies, processes and documents.
* Ensure procedural handling of requests, inquiries and complaints to the HR office
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
* Coordinating meetings and take notes
* Conduct on boarding for new employees

Skills and qualifications

* Diploma / Degree in HR
* Proven experience as an HR Assistant or relevant human resources/administrative position
* Excellent organization ability
* Conversant with HR software
* Strong communication skills.