

## Vacancy: HR Administrative Assistant

**Santé & Associates** wishes to recruit a HR Administrative Assistant to provide administrative and operational support to the Senior Client Partner.

### 1. Background

**Santé and Associates (S&A)** is an interactive and creative partner offering Human Resource and Business Operations solutions to small and mid-sized companies. The solutions are tailor made for businesses that are either seeking to start, streamline and or expand their operations.

### 2. Terms of Reference

<b>Role</b>	HR Administrative Assistant
<b>Location</b>	Nakuru
<b>Position Type</b>	Contract
<b>Reporting to</b>	Senior Client Partner
<b>Working with</b>	Assigned Clients
<b>Contract Duration</b>	6 Month (Renewable)
<b>Application Deadline</b>	6 <sup>th</sup> June 2020
<b>Application Contact</b>	<a href="mailto:info@sante-associates.com">info@sante-associates.com</a>

### 3. Scope of work

- Assisting in day today running of the HR Department
- Support all internal and external HR related inquiries or requests.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain HR calendar
- Leave management
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.

- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and employee engagement initiatives.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Coordinate exit processes and interviews.
- Keep up-to-date with the latest HR trends and best practices.

#### **4. Competencies required**

##### ***Education & Qualifications***

- Diploma in Human Resource from accredited Institution
- Graduate entry position with demonstrated experience in similar role

##### ***Skills and experiences***

- Personal integrity and ability to maintain confidentiality
- Proven ability to work independently, use initiative and priorities tasks and meet deadlines in a demanding environment
- Ability to prioritize own workload and work with minimal supervision
- Excellent attention to detail and a commitment to quality
- Demonstrated ability to work effectively, flexibly and collaboratively with stakeholders within and beyond the immediate work unit
- Excellent verbal and written communication skills including grammatical knowledge and strong written ability.
- Excellent planning and organizational skills

#### **5. Documents to include in application:**

- CV & Application letter expressing your interest and motivation to apply for the role and a summary of relevant experience
- Expected Basic Salary