**JOB DESCRIPTION**

**Job Title** : HR & Administration Assistant

**Reports To:** : Assistant Manager – HR & Administration

**Job Summary:**

The job holder will provide administrative support to the HR department while gaining practical experience in various HR functions. To provide day-to-day HR support and contribution to the long-term development of the HR function.

**Duties and Responsibilities:**

* Assist in maintaining physical and/or digital employee records
* Identification, tracking and managing staff training
* Support the recruitment process, including candidate sourcing, interview coordination, and documentation.
* Participate in the induction and onboarding process for newly recruited staff.
* Assist in preparing and submitting payroll returns.
* Ensure employee files are up-to-date and properly maintained.
* Draft employment letters, confirmation letters, and termination letters as required.
* Support in conducting exit interviews and maintaining proper documentation.
* Consistently update and monitor employee data, while overseeing leave administration in the HRMS module.
* Providing support during the periodic reviews of job descriptions.
* Manage and respond to employee inquiries through the HR departmental email account.
* Help in coordinating the interview process, including scheduling interviews and preparing interview panels.
* Support post-induction surveys to evaluate the effectiveness of the onboarding process.
* Assist in the preparation of monthly HR reports.
* Perform any other duties assigned by the immediate supervisor as required.

**Education/Qualifications & Competencies**

* A University degree in Business-related field from a recognized institution.
* Post graduate Diploma in Human Resources Management / CHRP-K qualification / ongoing will be an added advantage
* Strong organizational and administrative skills.
* Excellent communication and interpersonal abilities.
* Basic knowledge of HR functions, policies, and employment laws.
* Conversant with the Data Protection Regulations
* Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).
* Ability to handle confidential information with integrity.
* Eagerness to learn and develop a career in Human Resources.
* Strong problem-solving skills and attention to detail
* Must show Creativity/Innovation
* Must be Flexible and able to work under pressure and strict timelines
* Technical credibility

**Experience**

* 1 year experience

**Competencies Level**

* Must be result driven with good negotiation and persuasion skills
* Must exhibit good Customer service traits
* Must cherish Accountability
* Technical credibility

**Application Procedure:**

If you meet the above minimum requirements, send your c.v to [careers@gakenya.com](mailto:careers@gakenya.com) indicate the position applied for on the email subject line to be received on or before 3rd February 2025. Only shortlisted candidates will be contacted.