



**WE ARE LOOKING FOR:
HR ADMINISTRATIVE ASSISTANT!**

QUALIFICATION REQUIREMENT

- Associate Degree in Business Management or related field with a minimum of 2 years experience working in a HR Department.

DUTIES & RESPONSIBILITIES

- Maintain up to date employee records by maintaining the Human Resource Information System (HRIS) and verifying all documents are uploaded and filed.
- Facilitate employee recruitment process i.e. vacancy ads, responding to all applicants, calling of shortlisted applicants, prepare job matrix, conduct reference checks and onboarding of new hire.
- Ensure procedural manuals are updated and/or created if necessary.
- Assist with all employee welfare recognitions.
- Assist with the performance management procedures and keep job descriptions updated and aligned.
- Assist in the facilitation of training programs for employees.
- Assist with employee concerns and ensure proper channels are informed with urgency.
- Assist with uniform management i.e. acquiring uniforms, name tags and ensure employees are abiding by hotel uniform policies.
- Prepare and provide employment letters for signature.
- Provide biweekly, monthly and quarterly reports.

KNOWLEDGE AND SKILLS

- Must be computer literate.
- Excellent interpersonal skills.
- Excellent communication skills both written and verbal format.
- Excellent administrative and organizational skills and ability to work independently and collaboratively.

KEY COMPETENCIES & ATTITUDES

- Team Player, confidential, organized, multi- tasker, dependable and professional.
- Strong work ethic, organizational and communication skills. proactive, mature and honest.

Details

- Deadline: 05th December 2025

Interested persons can send their applications along with one professional letter of reference (preferably from a most recent employer) with a copy of a Police Record/Receipt to:

vacancy@roesons.com

Place in Subject: **HR Administrative Assistant**

Only shortlisted candidates will be contacted for an interview.



A Roe Group Company