



Morsan HR Consulting Ltd

Job Title: Human Resource Assistant

Location: Uasin Gishu County

Position Type: Full-Time

Job Summary:

We are looking for a dedicated and organized **Human Resource Assistant** to join our company based in Uasin Gishu. The successful candidate will provide crucial support to our Human Resources department by assisting with recruitment, employee relations, payroll coordination, compliance, and administrative duties. This role requires a professional with excellent attention to detail, strong communication skills, and the ability to handle confidential information responsibly. As a Human Resource Assistant, you will contribute to enhancing our HR operations and employee experience by ensuring the smooth running of HR processes.

Key Responsibilities:

1. **Recruitment and Selection Support:** Assist in coordinating recruitment activities including drafting and posting job advertisements, screening applications, scheduling interviews, and communicating with candidates. Ensure timely follow-up and documentation throughout the recruitment process.
2. **Employee Onboarding and Induction:** Facilitate the onboarding process for new hires by preparing relevant documentation, conducting orientation sessions, and ensuring compliance with company policies. Provide new employees with necessary resources and support for smooth integration into the organization.
3. **Employee Records Management:** Maintain accurate and confidential employee records both in physical and electronic formats. Update HR databases regularly to reflect changes such as promotions, transfers, leaves, and terminations.
4. **Payroll Administration Support:** Collaborate with the payroll team by providing accurate and timely data related to attendance, leaves, overtime, and other payroll inputs. Ensure all employee information required for payroll processing is complete and accurate.
5. **Training and Development Coordination:** Assist in organizing and scheduling training programs, workshops, and seminars. Track employee participation and maintain training records to support continuous learning and professional growth within the company.
6. **Employee Relations:** Serve as a point of contact for routine employee inquiries related to HR policies, benefits, and procedures. Facilitate communication between management and staff to promote a positive working environment.



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7. **Performance Management Assistance:** Support the implementation of performance appraisal processes by coordinating schedules, collecting evaluation forms, and maintaining records of employee performance reviews.
8. **Compliance and Policy Implementation:** Ensure HR operations comply with labor laws, statutory requirements, and company policies. Assist in updating and communicating HR policies and procedures as needed.
9. **HR Reporting:** Prepare and submit regular reports on HR metrics such as headcount, turnover, leave balances, and training activities to support management decision-making.
10. **Employee Engagement:** Assist in planning and executing employee engagement initiatives, events, and welfare programs aimed at boosting morale and promoting a productive work environment.
11. **Exit Management:** Support the offboarding process by coordinating exit interviews, processing resignation documentation, and ensuring proper handover of duties. Maintain records related to employee exits and feedback.
12. **General Administrative Support:** Provide day-to-day administrative assistance to the HR department, including filing, correspondence, and scheduling meetings.

Qualifications and Requirements:

- **MUST** stay or reside in Uasin Gishu County.
- A Diploma or Degree in Human Resource Management, Business Administration, or a related discipline from a recognized institution.
- A minimum of 2 to 3 years' relevant work experience, including at least 1 year in a Human Resource Assistant role or similar capacity.
- Sound understanding of human resource management principles, employment laws, and best practices.
- Excellent organizational skills with strong attention to detail and ability to multitask.
- Proven ability to handle confidential information with integrity and professionalism.
- Proficient in the use of Microsoft Office applications such as Word, Excel, and PowerPoint.
- Membership with the Institute of Human Resource Management (IHRM) or similar professional body is an added advantage.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work independently and collaboratively within a team environment.

Application Process:

If you are looking to take the next step in your career, we want to hear from you! Submit your updated CV detailing your experience and suitability for the role to careers@morsanhr.co.ke

Please note that only shortlisted candidates will be contacted.