



Job Description

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Job Title	Job Location	Category
Human Resources Assistant	Dar es Salaam	Human Resource (HR)

Job Type	Job level	Industry
Full Time	Intermediate	-

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget	Max Budget	Primary Industry
-	-	-
Secondary Industry	Primary Category	Secondary Category
-	Human Resource (HR): 2 Years	-
Certificate -	Qualification -	

Summary

Human Resource Assistants are the behind-the-scenes collaborators and colleagues whose main job responsibilities are focused on helping HR managers accomplish HR-related tasks. HR assistants are involved with nearly all programs and services that relate to a company's human resources division.

Responsibilities

- Employee relations, including managing absence, disciplinary, and sickness
- Measuring employee satisfaction and identifying areas that require improvement
- Ensuring all company policies and procedures are up to date and in line with current employment law and ensuring line managers are up to date with any change in policy
- Ensuring legal compliances
- Safety of office properties
- Performance appraisal/Evaluation of employees performance
- Employee & Employer relationship
- Enhance team work
- Implementing the training and development agenda; identify areas that need attention and improvement
- Answering employee questions
- Creating and distributing documents
- Providing customer service to organization employees
- Scheduling job interviews and assisting in interview process

- Overseeing the completion of compensation and benefit documentation
- Maintaining HR files and databases

Requirements

- Have good communication, problem solving skills
- Conduct oneself in accordance with Code of Conducts
- At least one or two years working experience in a corporate company
- Adhere to all safety, health and environmental regulations
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must be computer literate
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

Reporting To

- Human Resources Manager

Driving Licence

Not Required

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