



EMPORIO TILES TANZANIA LIMITED

P.O Box: 77943, Plot Number 21, Morocco Area, New Bagamoyo Road
Nr. Vodacom Building, Dar Es Salaam, Tanzania, Tel: +255 710 745745
TIN - 133429255, VRN - 40026959P

Job Title: HR Assistant

Level: Entry level

Location: Dar es salaam, Tanzania

Job Type: Contractual, Full-Time

About Us: EMPORIO TILES TANZANIA LIMITED is a dynamic and rapidly growing organization dedicated to supplying building material sanitary wares and bathroom fittings. We are looking for a motivated and detail-oriented individual to join our HR team as an HR Assistant.

Job Summary: As an HR Assistant, you will support the HR department in various administrative tasks and projects. This role is ideal for someone who is organized, eager to learn, and looking to start their career in Human Resources.

Key Responsibilities:

- Assist with day-to-day HR operations, including employee onboarding and offboarding processes.
- Maintain and update employee records and HR databases with accuracy.
- Support recruitment efforts by posting job ads, screening resumes, and scheduling interviews.
- Help coordinate employee training and development programs.
- Assist in the preparation of HR-related documents, such as offer letters, contracts, and policies.
- Respond to employee inquiries and provide administrative support as needed.
- Participate in HR projects and initiatives to improve processes and enhance employee experience.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field (or equivalent experience).
- Excellent organizational and time-management skills.
- Strong attention to detail and ability to maintain confidentiality.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Previous internship or experience in HR at most a year is a plus but not required.

What We Offer:

- Salary and competitive benefits package.
- Opportunity for growth and career development.
- Friendly and collaborative work environment.
- Comprehensive training and support from experienced HR professionals.

How to Apply: Interested candidates should submit their CV to hr@abctanzania.com with the subject line "HR Assistant Application" **Application Deadline: 04/07/2024**