

We're Hiring

1. Position: Assistant Human Resource Officer

 Working Location : Arusha - Njiro

Job Summary:

We're currently looking for candidates with more than 1 Year experience in Human Resource Functions landscaping, to join our team who will be key in managing and assisting the daily human resources operations

Key Activities:

- Managing the employee data base management system
- Managing contractual activities
- Maintains accurate and up-to-date human resource file system management, records, and documentation.
- Managing recruitment activities and ensuring the strong talent sourcing channel
- Provides clerical support to the HR department.
- Assisting payroll functions activities.
- Supporting the performance assessment activities
- Managing the onboarding activities for the new joiner
- Supporting Line Manager Offboarding activities

Job Requirements:

- Bachelor degree in Human Resource Management
- Minimum 1+ years of experience in Human Resource Operations
- Attention to details
- Able to work in performances base environment
- Proficient in Microsoft Office Suite ie Excel or related Hr. software
- Flexible to learn
- Self-driven, creative and possess strong communication skills

Applications Mode

For the qualified candidates send your updated Cv with currently location and indicates the role applied for via email (hr.arusha@lodhiagroup.co.tz) Deadline for the application is

5th of August 2024

Only shortlisted candidates will be contacted