

## HR Administration and Compliance Officer

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

### Overview

We are looking for a HR administration and Compliance Officer to join our team; **Duties and responsibilities include but are not subject to;**

Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.).

Communicating with recruiters and other external parties.

Updating company policies and ensuring legal compliance.

Acting as the first point of contact for all personnel queries.

Setting up interviews and corresponding with prospective employees in a timely manner.

Processing internal arrangements such as travel, training sessions, and team-building events.

Firm good communication skills able to deal with workforce and queries.

Manage Contract Staff and Contract Staff renewals.

### Key Skills;

Strong critical thinking skills.

Good ethical judgment.

Excellent telephone, verbal, and written communication skills.

### **Key Qualifications;**

Diploma or Degree – HR.

1 year or more experience in HR or Company Compliance Position.

Familiar with Personal administration and Sage Payroll, and labor law.

Has experience with Recruitment and Compensation.

Must be a member of ZIHRM.

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