

HR Administrator

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Company: Recruitment Matters

Location: Lusaka

Category: other-general

Overview

Our client in the Manufacturing industry is looking for a Human Resource Administrator to join their team; **Duties and responsibilities include but are not subject to;**

Develop and implement new and enhanced existing employee relations initiatives

Advises employees on the company's policies, procedures, programs, government's regulations, laws and standards.

Attends to, investigates employee relation issues, and advises management in appropriate resolutions.

Advises Managers/Supervisors and Employees on the Disciplinary Code and Grievance procedures and helps in the facilitation of disciplinary processes.

Supports Employee induction/on-boarding processes.

Draft policies and procedures when required.

Advises management on company policies relating to Human Resources.

Responsible for the maintenance/filing of records including recruiting, overtime, attendance, annual leave, etc. or others as required by law or local governing bodies.

Responsible for the administration of: In house pension scheme, medical scheme and promote team- building activities.

Support implementation of the Liebherr Zambia Performance Management System. Specifically facilitate routine/daily performance management requirements and mid - year & year- end Performance Reviews/appraisals.

Design/re-design jobs, title, organograms in line with corporate strategy and ensure full job specifications for all jobs exist and are updated as necessary.

Maintains relationships with community organizations and entities as well as other companies to ensure the quality of the Liebherr employment brand.

Come up with and implement effective strategies that promote a healthy culture in the business that yields productivity and well motivated/engaged employees.

To fulfil functions delegated by the HR Manager in line with overall HR duties.

Key Skills;

Reward Management

Employee Relations

Human Resources Information Management Systems

Learning & Development

Manpower Planning and Recruitment

Performance Management

Talent Management

Health and safety

Strong communication

Team Spirit

Customer focus

Analytical Thinking

Professionalism

Consistent professional improvement

Leadership

Qualifications;

Bachelor's degree or equivalent in Human Resources or similar discipline;

3 to 6 years related experience and/or training; or equivalent combination of education and experience.

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