

Junior HR Officer

[Apply Now](#)

Company: Alistair James Company Ltd

Location: Lusaka

Category: other-general

HR Assistant (Zambia) Reporting to : HR Lead (Zambia) & HR Officer Working Hours:

Monday to Friday plus alternate Saturdays What makes you the right person for this role?

Our values resonate with you - Humility, Honesty, Continual Improvement, Customer Focus & Safety. You enjoy working in an agile team and can work independently, and take

initiative and ownership of projects. You enjoy working with people and understand that

Human Resources is people-centric and that a focus on the employees will yield strong

bottom-line results for the business. Requirements: ● Bachelor's degree in Human Resource

Management or relevant Degree ● Minimum 1 - 2 years of proven experience. ● A

member of the Zambia Institute of Human Resource Management - Valid practising licence ●

Ability to work effectively with different cultures. ● Strong communication and administration

skills. ● Self-motivation, leadership and management skills ● Ability to use electronic office

software, word, excel, and email Responsibilities Recruitment and On-boarding ● Taking

a role in recruitment by ensuring all online Driver applicants' records are up to date and

assisting in the recruitment process. ● Assist in coordinating the onboarding process for

new hires, orientation programs, paperwork, and training schedules ● Assist in conducting

Driver exit interviews and stay interviews. Records Management and Documentation ●

Maintain accurate and up-to-date employee records in compliance with company policies

and legal requirements both Physical files and System files ● Assist in the Preparation and

distribution of HR-related documentation, such as employment contracts and policy manuals.

● Assist with document Preparation and inputs for payroll information submissions. ● Works

with HRM and driver trainer to ensure all training records are up-to-date and filed on

employee files ● Ensure disciplinary disciplinary documentation is correctly captured filed and updated on the Alistair disciplinary tracking system. Performance Management ● Support the Probationary evaluation process by providing relevant data and assisting in the Supervisors during the reviews. Compliance ● Conversant with the registration processes with the Following institution: ZRA, NHIMA, NAPSA & HELSB ● Good understanding of the Zambian Labour laws and up-to-date with current affairs Human resource systems ● Work closely with the Human resource team to build systems that improve HR service delivery ● Assist in the implementation and monitoring of frequent use of online systems such as Smartsheets ● Monitor and ensure the correct usage of the time and attendance system Administration Task ● Manage the Administrative management tool for office inventory consumables (Stationary and Consumable) ● Assist legal department in filing all legal documentation and are well secured. ● Closely monitor the office notice board and ensure it is updated with the latest and important information. ● Ensure all lunch orders are placed on time and delivered on time. ● Receiving company guests, and arranging for their transport and accommodation. By completing your details and clicking "Submit Application" you consent to Alistair Group processing your personal information in accordance with our Privacy Policy . Powered by JazzHR

[Apply Now](#)

Cross References and Citations:

1. Junior HR OfficeKashmirhub Jobs LusakaKashmirhub ↗
2. Junior HR OfficeSurgeonjobsJobs LusakaSurgeonjobs↗
3. Junior HR OfficeSoftwaregiantcareersJobs LusakaSoftwaregiantcareers↗
4. Junior HR OfficeIndiajobscentral Jobs LusakaIndiajobscentral ↗
5. Junior HR OfficeDatasecurityjobsJobs LusakaDatasecurityjobs↗
6. Junior HR OfficeKazakhstanjobs Jobs LusakaKazakhstanjobs ↗
7. Junior HR OfficeGigajob Jobs LusakaGigajob ↗
8. Junior HR OfficeVeteranjobs Jobs LusakaVeteranjobs ↗
9. Junior HR OfficePediatricjobsnearme Jobs LusakaPediatricjobsnearme ↗

10. **Junior HR Officer SupervisorjobsJobs LusakaSupervisorjobs** ↗
11. **Junior HR Officer MoscowjobsJobs LusakaMoscowjobs** ↗
12. **Junior HR Officer Resume-score Jobs LusakaResume-score** ↗
13. **Junior HR Officer Highestpayingjobs Jobs LusakaHighestpayingjobs** ↗
14. **Junior HR Officer Therecruiterjobs Jobs LusakaTherecruiterjobs** ↗
15. **Junior HR Officer Londoncareerhub Jobs LusakaLondoncareerhub** ↗
16. **Junior HR Officer Teachingassistantjobs Jobs LusakaTeachingassistantjobs** ↗
17. **Junior HR Officer HongkongjobsJobs LusakaHongkongjobs** ↗
18. **Junior HR Officer Greecejobs Jobs LusakaGreecejobs** ↗
19. **Junior hr officer Jobs Lusaka** ↗
20. **AMP Version of Junior hr officer** ↗
21. **Junior hr officer Lusaka Jobs** ↗
22. **Junior hr officer JobsLusaka** ↗
23. **Junior hr officer Job Search** ↗
24. **Junior hr officer Search** ↗
25. **Junior hr officer Find Jobs** ↗

Source: <https://zm.expertini.com/jobs/job/junior-hr-officer-lusaka-alistair-james-compa-b858a3b030/>

Generated on: 2024-05-03 by Expertini.Com