



VACANCY

POSITION – HUMAN RESOURCE OFFICER

LOCATION –SIMBA FARM, RUMURUTI

REPORTING TO

EPZ Manager

Company Profile

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are looking for an HR Officer for our Veg, Roses and Pure harvest packhouses based in our Simba Farm in Rumuruti.

Job objective

As the Human Resource Officer, you will be responsible for overseeing recruitment, onboarding, employee relations, compliance with labour laws, and ensuring a productive and harmonious work environment. You will be responsible for all payroll processes including preparing payroll summaries, ensuring timely payment of wages and preparing daily labour summaries.

Your tasks and responsibilities

- Prepare payroll summaries bi-weekly for casual employees and monthly for permanent employees.
- Ensure timely payment of wages to employees and address any related issues.
- Prepare and update daily labour summaries for each section.
- Ensure statutory deductions (e.g., NSSF & NHIF) are accurately updated in each employee's account.
- Prepare summaries of employees' work details upon termination.
- Ensure individual performance data and overtime are accurately entered into the
- Ensure employee records are securely maintained for retrieval and future reference, act as the custodian of office items.
- Oversee the conversion of casual employees to permanent status ensuring the process for casual conversion is followed by all the parties involved.
- Participate in disciplinary processes as needed ensuring all records of the disciplinary process are well kept and can be easily retrieved.
- Participate in interviews and recruitment for both internal and external candidates ensuring that the interview process is followed while advising managers where need be. This includes filling of

interview questionnaires and sharing the complete summary reports after the interview has been concluded.

- Conduct administrative induction for new employees ensuring that they understand the company policies and procedures. Ensure that the induction plan is fully signed by all the relevant parties.
- Act as the link between the packhouse managers and employees, ensuring you update and involve the managers in all packhouse employees related issues.
- Ensure all weekly reports are completed and sent on time, including HR weekly reports, attendance reports, and interview summary reports.
- Ensure Overtime, sick off and Accumulated offs reports are shared with the GM- Packhouses on a weekly basis.
- Share monthly permanent analysis reports.
- Any other duties as may be assigned from time to time by the immediate manager or senior management.
- Ensure disciplinary report is updated on a weekly basis and the report is shared with the SHRO

Your profile

- Degree/Diploma in Human Resource Management or a related field.
- 3-5 years of experience in payroll management, HR administration preferably having worked in a farm setup
- Proven experience in managing employee records, statutory compliance, and payroll processing.
- Experience in conducting employee inductions, training, and handling disciplinary processes.
- Proficiency in HR software and payroll systems.
- Strong knowledge of labor laws and statutory requirements, including NSSF and NHIF.
- Excellent Excel skills for data analysis and report generation.
- Strong understanding of performance management systems and employee relations.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Proven leadership skills, with the ability to lead a team and coordinate activities across various departments.
- Ability to work independently and as part of a team, with a proactive and results-oriented approach.

We offer.

AAA growers has great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offer plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

Your application

Click here to apply: [job application \(aaagrowers.co.ke\)](http://aaagrowers.co.ke/job-application)

Deadline for Applications –31st August 2024.