



## VACANCY

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**POSITION – HUMAN RESOURCES (HR) AND ADMINISTRATION OFFICER**

**LOCATION – NAIROBI**

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<b>REPORTING TO</b>
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<b>FINANCE CONTROLLER</b>
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### **Company Profile**

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are looking for an experienced, passionate and purpose - driven HR and Admin Officer to be based at our Office based in Nairobi.

### **Job objective**

Managing every aspect of the employment process, employee relations and people management while promoting a positive work environment by fostering collaboration, open communication, and employee engagement. The HR & Administration officer will also coordinate administrative tasks relating to office management, occupational health and safety and other relevant employment compliance requirements

### **Your tasks and responsibilities**

- Lead the development and implementation and recommending of updates of HR and office management policies and procedures.
- Lead in job postings and candidate sourcing, coordinate interview schedules and communicate with candidates through the hiring process.
- Coordinate new employee onboarding process.
- Maintain and update employee contracts, records and files, ensuring accuracy and confidentiality in line with the data protection act.
- Process payroll and manage employee benefits as per the company policy.
- Coordinate training sessions, workshops, and employee development programs.
- Maintain a positive and helpful HR presence within the organization. Counsel employees with social, disciplinary and performance issues and where necessary refer such employees to the HRM where necessary.
- Respond to supervisor and employee enquiries on all routine HR and office administration matters.
- Assist in ensuring compliance with labor laws, regulations, and company policies.
- Process personnel changes, including promotions, transfers, and terminations.
- Draft, proofread, and edit HR correspondence and other written materials.
- Manage and respond to HR-related emails and inquiries promptly and professionally.
- Utilize HR software and systems for data entry, record- keeping and periodically reporting to the senior management.

- Oversee work time attendance, punctuality and monitor absences for example, annual leave, sickness, off days are tracked and reported.
- Actively engaged and involved in employee performance and evaluation.
- Organize and maintain cleanliness of the HR office or workspace. Coordinate and monitor the office operating costs against the budget
- Maintain files for all administration in an organized manner, including Purchase Orders, courier waybills etc.
- Oversee premises and lease management for the office and Manage office space.
- Ensure that all health and safety measures are implemented, communicated and monitored and that Office premises comply with legislative requirements.
- Ensure that full office security measures are always in place, including procedures for staff and visitors. Ensure that the Office premises comply with legislative requirements.
- Ensure proper supply of stationery stock, office supplies for office use.
- In liaison with the finance team keep assets register.
- Ensure that all office equipment is kept in good order and maintained regularly. Manage local insurance provision for furniture and equipment together with IT.
- Supervise and support Administration Assistant, IT Support and the office Assistants, reinforce good communication with all administration employees

### **Your profile**

- Minimum 4 years' experience in a similar role
- Team leadership skills
- Proficiency in using office software and HR systems
- Knowledge of HR policies, procedures, and employment laws
- Experience in office administration and HR support
- Bachelor's Degree in HR and Administration or A Higher National Diploma in HR Management with relevant experience in the industry.
- Good working knowledge of labour laws
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### **We offer.**

AAA growers have 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: <https://www.aaagrowers.co.ke/jobapplications/>

**Deadline for Applications –20<sup>th</sup> July 2024.**