

Vistari SEZ Limited - Job description

Job details	
Job title: Human Resources Assistant	Line Manager title: Human Resources Officer
Department: Corporate Services	Location: Eldoret, Kenya
Direct reports	
• None	
Job summary	
The Human Resources (HR) Assistant provides administrative and operational support in the day-to-day running of the HR unit, ensuring efficient delivery of HR services across all functions. The position is responsible for maintaining accurate employee records, coordinating HR documentation, supporting recruitment and onboarding, and assisting in welfare, training, and compliance processes. The role ensures smooth HR workflows and contributes to a positive employee experience through timely, professional, and confidential support in all people-related matters.	
Key roles and responsibilities	
• HR Administration & Record Management - Maintain up-to-date personnel files, ensuring accuracy and confidentiality in both physical and digital formats. - Prepare HR documentation including contracts, letters, and employee updates for review and signature. - Support data entry and maintenance of employee information in HRIS or HR databases. - Assist in tracking employee attendance, leave, and timekeeping records. - File and archive HR correspondence, reports, and statutory documents as directed by the HR Officer. • Recruitment, Onboarding & Exit Support - Assist in coordinating recruitment logistics, posting vacancies, collating applications, and scheduling interviews. - Prepare interview materials and ensure candidate communication is timely and professional. - Support pre-employment processes such as reference checks and documentation collection. - Facilitate onboarding of new employees, orientation logistics, welcome packs, and induction tracking. - Support offboarding by managing clearance forms, exit documentation, and records updates. • Payroll & Benefits Administration - Collect and verify staff attendance, overtime, and leave data for payroll processing. - Assist in maintaining records of medical, insurance, pension, and other staff benefits. - Help respond to basic staff queries regarding pay slips, deductions, or benefits, escalating where needed. - Support data reconciliation between HR records and payroll systems. • Employee Relations & Welfare Support - Assist in organising staff welfare initiatives, wellness drives, and employee engagement activities. - Record and track disciplinary cases, grievances, and resolutions for reporting purposes. - Help prepare communication materials, notices, and updates for staff. - Maintain confidentiality and professionalism when handling employee concerns. - Support distribution and collection of staff feedback forms and survey responses. • Training & Development Coordination - Maintain training attendance records and staff development files. - Support the coordination of internal and external training logistics. invitations, venues, materials, and feedback forms. - Assist in tracking training needs identified through performance reviews. - Prepare post-training summaries and evaluation reports for HR review. • Compliance, Audit & Reporting - Ensure HR files and data are audit-ready and compliant with statutory requirements.	

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- Assist in preparing documentation for NSSF, SHIF, WIBA, and other statutory audits. - Support HR reporting by compiling basic statistics and summaries for the HR Officer. - Ensure proper handling and disposal of confidential HR information in line with the Data Protection Act. • Communication & Coordination - Facilitate internal HR communication - notices, memos, and updates to departments. - Provide courteous, accurate, and prompt responses to staff queries at the HR helpdesk or office counter. - Assist in scheduling HR meetings, interviews, and staff engagement activities. - Liaise with other departments and external service providers as assigned.		
Academic and professional qualifications + Work experience		
• Diploma or Bachelor's degree in Human Resource Management, Business Administration, or related field. • Higher Diploma in Human Resource Management or pursuing CHRP is an added advantage. • Member (or eligible for membership) of the Institute of Human Resource Management (IHRM). • Minimum of two (2) years' experience in HR administration, preferably in a manufacturing or industrial setup. • Good understanding of HR policies, statutory deductions, and record-keeping procedures. • Proficiency in MS Office (Word, Excel, PowerPoint) and HR information systems. • Strong attention to detail, confidentiality, and interpersonal skills.		
Technical skills and behavioural competencies		
• HR Administration: Knowledge of HR processes, systems, and documentation. • Attention to Detail: Accuracy in record-keeping, filing, and data management. • Confidentiality & Ethics: Demonstrated integrity in handling sensitive information. • Communication Skills: Professional written and verbal communication with staff and external parties. • Teamwork: Collaborative, dependable, and supportive of HR and cross-department teams. • Customer Service Orientation: Courteous, approachable, and responsive to employee needs. • Organisation & Time Management: Ability to manage multiple tasks and meet deadlines. • Adaptability: Flexible and able to work under pressure in a fast-paced environment. • Digital Literacy: Comfortable using HRIS and productivity software for day-to-day work.		
Sign off		
Job holder name:	Signature:	Date:
Line Manager name:	Signature:	Date:
Secondary Reviewer name:	Signature:	Date: