



**Crawford**

International School

EVERY CHILD A MASTERPIECE

## **HR ASSISTANT JOB DESCRIPTION**

Crawford International School is seeking to hire HR Assistant who will:-

- a. Provide human resources support to Human Resource department functions.
- b. Adhere to all laid out Policies and Procedures within the department and the Company as a whole.
- c. Maintain compliance to employment laws and regulations and uphold ethical standards.

### **Duties and Responsibilities:**

#### **Recruitment and Onboarding**

- Assist in job postings, screening applications and coordination interviews.
- Assist in facilitation of onboarding of new hires, including organization orientation sessions and preparing necessary documentation.
- Ensure all necessary work visas, permits and background checks are completed for Expatriates staff.

#### **Employee Records Management**

- Maintain accurate and confidential employee records, ensuring compliance with Data protection regulations.

#### **Employee Relations Support**

- Address basic employee inquiries regarding school policies, benefits and payroll.
- Support Human Resource Administrator in organizing Staff meetings, workshops and team building events.
- Provide administrative support for employee disciplinary actions and grievances needed.

#### **Benefits and Administration**

- Assist employees with enrollment and questions regarding health insurance, retirement plans and other benefits.
- Coordinate with benefits providers to handle any issues or updates.

#### **Payroll support**

- Assist in payroll preparation by providing relevant employee information and resolving any discrepancies.
- Track and manage time off requests and maintain attendance records.



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### **Compliance and Policies Adherence**

- Assist in ensuring Company policies are updated and compliant with Kenya Labour Laws.
- Help to implement and monitor HR policies and procedures to ensure a positive work environment.

### **General Administrative Support**

- Assist with filing, document preparation and other clerical tasks as needed.
- Help organize Staff events including training sessions, recognition programs and social gatherings.
- Deputize duties and responsibilities of Human Resource Administrator in her absence.

### **Minimum requirements and Competencies**

- Bachelor's degree in Human Resources, Business Administration or Higher National Diploma in Human Resource Management/Certified Human Resource Professional (CHRP).
- 3 Years of experience in HR operations.
- Member of IHRM with a valid IHRM HR Practicing License.
- Strong organizational and time management skills.
- Excellent written and verbal communication, attention to details and accuracy.
- Proficiency in MS Office(Word, Excel, PowerPoint) and HRIS System.
- Good understanding and knowledge of Labour Laws.
- High level of integrity, confidentiality and professionalism.
- Adaptable and able to work with diverse cultural backgrounds.
- Team oriented, problem solving skills and proactive approach to work.

### **How to apply**

If you are up to the challenge and possess the necessary qualifications and experience, please send your application quoting the job title on the subject, **Human Resource Assistant** to [career@crawfordinternationalschool.com](mailto:career@crawfordinternationalschool.com) by 20<sup>th</sup> December 2024.

Only shortlisted candidates will be contacted.