

## HR Assistant

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Company: Recruitment Matters

Location: Tete

Category: other-general

### Overview

**Summary:** Our client in the logistics industry is looking for an Hr Assistant to join their team.

### Duties to include:

Management, monitoring and communication of the competent entities of work accidents

Control and Management of legal proceedings and other public entities

Provide information and reports on all human resources indicators

Ensure all wage issues together with Hr officer

Ensure that all job descriptions are up-to-date and create new ones when needed

File Control;

Control Documents

Control and organize an Administrative Area

Salary payment

### Key Skills:

Reliable and should accurately follow instructions.

Ability to multitask and acclimatize in a fast-paced environment.

A conceptual thinker with superb organizational and time management skills.

Outstanding administrative and communication skills.

Remarkable conflict management and decision-making skills.

A solid understanding of employee relationships, staffing management, and payroll and benefits administration.

Superb at problem-solving, efficient in scheduling and precise in the recruitment process.

#### **Qualifications:**

Relevant HR Degree/Diploma.

At least 3 years' experience as an HR Assistant.

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#### **Cross References and Citations:**

1. HR Assistant [Studentjobsnearme Jobs Tete Studentjobsnearme](#)
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