

# JOB OPPORTUNITY

Applications are invited to fill the contract position of **HR COORDINATOR** to provide administrative and technical support in the various functional areas of human resource management.

## **Requirements:**

- Diploma/ Associate Degree in Human Resource Management or Business Administration.
- Minimum of 2 years' experience within a Human Resources environment operating in a similar role.
- In depth working knowledge of payroll processing procedures and NIS.
- Experience in data collection, data entry and reporting and working with Payroll and HR software.
- Working knowledge of MS Office Suite.

**Email applications:**

**[thetalentcompany77@gmail.com](mailto:thetalentcompany77@gmail.com)**