

We are seeking an

HR Assistant

To provide support in all functional areas and in delivering efficient and effective people-related services.

The successful candidate will play a key role in recruitment, onboarding, record keeping, and employee initiatives while ensuring compliance with company policies and procedures.

Qualifications & Experience

- ✓ Certification in Human Resource Management or related field.
- ✓ Minimum of 1 years' experience in an HR or HR administrative support role.
- ✓ Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).

To Apply:

**Send your resume and cover letter to
recruitmentjobs200@gmail.com**