

JOB OPPORTUNITY NO # H0015208

Title: Human Resource Officer- Full time

KALEN LIMITED
Mikocheni A, Dar es Salaam, Tanzania

Deadline: Tuesday August 25, 2020. 12:00 pm

Description

Kalen Limited is looking for HR Officer who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the company a better place to work.

If you are passionate about HR and highly efficient, give us a chance to meet you.

Preferred Qualifications

1. BSc/BA in business administration, social studies or relevant field;
2. Proven experience as HR officer, administrator or other HR position
3. 1+ years of experience on similar role.
4. Proficiency in all Microsoft Office applications.
5. Outstanding organizational and time-management abilities
6. Understanding of labor laws and disciplinary procedures
7. Proficient in MS Office; knowledge of HRMS is a plus

How to Apply

Send your CV and cover letter to carrier@kalen.co.tz

Additional Information

Please include the job opportunity # reflected on this document on all e-mail communications.

Kalen Limited is an Equal Opportunity Employer – Minority / Women / Disability / Gender Identity / Sexual Orientation / Age. We know that you care how we use information about you and we appreciate your trust in us to do that carefully and sensibly.