

DATE: 3rd September 2025

HR Assistant

The HR Assistant will provide administrative support to the Human Resources department, ensuring the smooth operation of HR functions including recruitment, onboarding, employee records management, and compliance with labor regulations.



Key Responsibilities.

- Assist with recruitment: posting jobs, screening resumes, scheduling interviews
- Assist in onboarding new employees and employee separations
- Maintain employee records and HR reports
- Manage Leave and staff attendance & absence
- Assist in audits by providing necessary documentation
- Respond to internal HR enquiries
- Help ensure compliance with labor laws
- Support administrative duties

Skills & Qualifications

- Bachelor's degree in Human Resources, Business Admin, Higher Diploma in HR, CHRP or related field
- 1-3 years of experience in a HR role is preferred.
- Strong organizational and communication skills
- Proficiency in MS Office (Excel, Word)
- Confidentiality

To apply, Send CV and cover letter to
hr@twiga-chem.com or
info@twiga-chem.com
by 10th September, 2025