



Pionnière et leader dans la production de poulets de table, les produits d'Avipro Co Ltd sont commercialisés sous plusieurs marques notamment CHANTECLER.



WE ARE RECRUITING

DUTIES AND RESPONSIBILITIES

Assists in the recruitment, training, & other HR processes

Ensure proper follow up of G1 & G3 procedures

Assists in the compilation of data for the processing of payroll

Regularly updates of the HR database

Ensure proper administration of insurance covers & pension funds

Ensures prompt and proper filling for employees & HR files

Assists in the execution of the HR plan

Compiles and prepares data for the HR KPIs pack

Attend onsite meetings

Any other cognate duties

HR Assistant

PROFILE

Holder of a Diploma in HR or Management

Reliable & dynamic with a positive attitude

Meticulous and well organised person

Able to work in team & trustworthy

Good mastery of MS Office

A min of 2 years experience in the HR Dept would be a definite advantage

Fluent in both English and French (Written and spoken)

BENEFITS

Attractive package

Medical Cover, Group Personal Accident cover and Pension Fund

Those interested should send their application by latest

Saturday 31 July 2021 to the HR department,

Gentilly Moka | Tel : 404 9000 | Email : hr.avipro@eclosia.com

ONLY THE BEST CANDIDATES WILL BE CALLED FOR INTERVIEWS

If you have not been selected for this particular vacancy, your CV will be kept in our job application database until the end of 2022 for future job openings.