

WE ARE HIRING

Human Capital Officer (Ref: HCO/BL/0324)

The Human Capital Officer will be responsible for the Human Capital Function by providing support to Management in various administrative, recruitment, payroll, legislative, staff well-being aspects.

KEY RESPONSIBILITIES

- Manage the recruitment, selection and on-boarding cycle of new employees.
- Contribute towards meeting current and future people requirements by building and maintaining a Human Capital database.
- Responsible for administrative tasks such as creation of employee files; organising, maintaining and updating employee records; ensuring that all necessary paperwork is properly filled out and submitted to appropriate persons and/or authorities; amongst others.
- Responsible for payroll administration and participate in the payroll process.
- Assist Management with performance management procedures.
- Deploy training and development plan, including identifying and coordinating training courses/seminars/workshops.
- Assist in Human Capital budgets and forecasts.
- Liaison with authorities.
- Ensure proper implementation of Human Capital policies and procedures.
- Provide assistance/solutions on employee relations issues.
- Develop dashboards to review, track and monitor Human Capital metrics and report to Management.
- Assist Management to nurture and promote healthy work environment to build on employee engagement.
- Administer staff welfare activities.
- Keep up-to-date with the latest Human Capital trends, best practices and employment laws and regulations. Responsible for the implementation of Human Capital projects and initiatives.
- Facilitate the overall Human Capital function.

QUALIFICATIONS & EXPERIENCE

- Bachelors degree in Human Resource or Psychology or any other relevant qualification
- Minimum of 3 years experience in a similar position
- Proficiency in MS Office suite

OTHER PREREQUISITES

- Knowledge of Employment laws in Mauritius
- Excellent interpersonal and communication skills and able to communicate with people at different levels
- Dynamic, entrepreneurial and detailed oriented
- Able to effectively handle multiple priorities, organise workload and meet deadlines

Candidates are invited to send their application letter and detailed CV via e-mail to info@bloomage.mu, with reference "Ref: HCO/BL/0324" in the subject title.

Closing Date: 5 April 2024

Only the best candidates will be called for an interview.