

Career Opportunity

HR OFFICER

The job incumbent will be reporting to the Head of HR and be responsible to support the HR department on all processes mainly processing payroll and HR operations.

The position is tenable at First Capital Shared Services Ltd, Ebene, Mauritius.

Key Responsibilities

- Responsible for the maintenance of all the employee life cycle processes, notably on-boarding, confirmations, transfers and exits; Identify opportunities for improvement;
- Ensure defined processes and approval flows are followed at all times;
- Provide day-to-day support to the Mauritius HR team in different areas of the HR function;
- Coordinate the end-to-end recruitment and selection process, notably sourcing of candidates, screening of CVs, conducting interviews, and ensuring proper documentations & due diligence in line with the set SOP;
- Provide relevant reports & HR metrics to the Head of HR on a monthly basis and/or as and when required;
- Prepare letters, separation notices and contracts of employment;
- Prepare monthly payroll and ensure all payroll transactions are processed efficiently, accurately and within the set deadlines;
- Administrator employee benefits; Liaise with external service providers providing medical insurance and pension plan as well as institutions such as MRA etc.
- Carry out HR induction for all newcomers in a systematic way;
- Maintain the HR Information System, Payroll system and any other HR databases; and
- Support and assist in HR/payroll related audits and data requests from the business.
- Liaising with the Economic Development Board for all matters related to Expats' permits etc.
- Maintaining employee records updated at all times.

What we are looking for

- Diploma / Degree in Human Resources Management or equivalent
- At least 3 years of experience in the HR field
- Excellent communication skills, both written and verbal
- The flexibility and willingness to learn.
- The ability to work accurately, with attention to details.
- Excellent organizational and time-management abilities
- A high level of confidentiality
- Great team player and supportive
- Good understanding of Employment Laws
- Proficient in MS Office & Excel; knowledge of SAGE will be an advantage.

Applications

If you meet the above minimum requirements and are interested, please send your applications with an up-dated CV to: talent@fcssl.com

Only shortlisted applicants shall be acknowledged.