



<https://www.fineformconsultancy.com/job/human-resource-assistant/>

Human Resource Assistant

Description

Our client in the Fast-Moving Consumer Goods (FMCG) industry, with its Head Office in Kitwe and branches across the country, is seeking to recruit a **Human Resource Assistant** to join their team.

Job Purpose: To support the human resources and administration team to ensure smooth and effective running of the department.

Responsibilities

- Assist with day-to-day activities of the Human Resource and Administration
- Assist with the recruitment and on-boarding process
- Provide clerical and administrative duties to the Human Resource Manager
- Compile and update employee records
- Coordinate training and development programs
- Provide support for benefits and payroll processes
- Ensure compliance with HR policies and procedures

Qualifications

1. Qualifications and Experience

- Grade 12 School Certificate
- Minimum Diploma in Human Resource Management or equivalent
- Member of Zambia Institute of Human Resource Management (ZIHRM)

1. Skills, Knowledge and Other Attributes

- People skills – friendly, courteous, and a strong team player
- Computer literacy (Microsoft Office and related Microsoft programs)
- Good oral and written communication skills
- Self-starter with strong initiative
- High level of integrity
- Strong prioritizing, time management, and organizational skills

Hiring organization

FINEFORM CONSULTANCY

Employment Type

Full-time, Temporary

Date posted

December 9, 2025

Deadline

12.12.2025