

SINO BRICK COMPANY ZIMBABWE (PVT) LTD



Sino Brick Company Zimbabwe a producer of sintered bricks situated 38 KM from Gweru in Midlands Province is looking for a competent and experienced person to fill in the following position.

Human Resources Officer x 2

QUALIFICATIONS

- ✓ Degree in Human Resources or Social Science discipline or equivalent qualification
- ✓ Minimum 3 years work experience in human resources environment

THE JOB

The job involves:

- ✓ Supporting the development and implementation of HR initiatives and systems.
- ✓ Assist in recruitment and selection process.
- ✓ Assists in promoting and maintaining a harmonious industrial relations climate.
- ✓ Assisting in performance management processes.
- ✓ Supporting the management of disciplinary and grievance issues.
- ✓ Maintaining employee records according to policy and legal requirements.
- ✓ Assist in monthly payroll processing.
- ✓ Provide counselling and support on policies and procedures to staff.

Interested applicants must apply to:

The Human Resources Manager
Sino Brick Company Zimbabwe
P.O. Box 1135 Indiva Siding
GWERU

Contact details: 0779311837
Email address : careers@sinobrick.co.zw

Closing date: 24 February 2023

Advert details approved by

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HUMAN RESOURCES MANAGER