Human Resources Assistant: X1 Windhoek

Type of Notification: Vacant Position
Employee Type: Full Time
Employee Status: Permanent

Closing Date: **20 November 2026**

PURPOSE OF THE POSITION

This role manages administrative HR tasks like record-keeping, onboarding, and supporting the HR Department with employee relations, ensuring compliance with labour laws and company policies.

RESPONSIBILITIES

- Provide administrative support to the Human Resources department.
- Assist with recruitment, selection, and onboarding processes.
- Maintain accurate and up-to-date employee records and personnel files.
- Support payroll administration by ensuring timely submission of relevant employee information.
- Prepare HR correspondence, and other documentation.
- Assist in coordinating staff training and development activities.
- Respond to employee queries relating to HR policies and procedures.
- Support employee relations and disciplinary administration.
- Ensure compliance with company policies and applicable labour legislation.
- Maintain strict confidentiality of employee and organisational information.

SKILLS AND KNOWLEDGE

- HR Systems Proficiency (Sage 300 people) & Microsoft Office Suite (Excel, Word, Outlook).
- Data Entry and Management
- Adaptability and Flexibility
- Effective Communication and Active Listening
- Ability to handle confidential information with professionalism.
- Teamwork and Interpersonal Skills
- Highly motivated self-starter who takes initiative

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Human Resources Management, Business Administration, or related field
- Min of 3 years' experience in an HR administrative role, ideally within the FMCG or retail sector.
- Basic Knowledge of Labour Act and related regulations

Wutow offers market related remuneration packages aligned with experience and qualifications. Applicants from previously disadvantaged groups and those living with disabilities are encouraged to apply. Interested applicant should apply using this link https://www.wutow.com.na/vacancies/. Please ensure to include three traceable reference contact. Only short listed will be contacted.