



WORLD KNITS LTD

Job Profile – Human Capital Officer

With over 30 years of experience in the textile industry, World Knits Ltd. is a leading manufacturer of high-quality knitted garments and exports its products to Europe, USA and South Africa. World Knits Ltd. manages their entire production process in house from knitting, dyeing, printing, to finishing with 2 production units in Mauritius and 1 in Madagascar.

World Knits Ltd is seeking to hire a permanent Human Capital Officer on a full-time basis. The potential candidate will report to the Head of Human Capital.

DUTIES AND RESPONSIBILITIES

- Draft and issue various HR documents such as contract of employment, confirmation letter, promotion letters and other related documents
- Draft job profiles and post advertisements on recruitment platforms
- Screen profiles, Schedule, and Conduct interviews
- Ensure all employees files are properly created and updated as and when required
- Ensure that all instruction for payroll is prepared, signed and sent for payroll processing before the set deadline
- Attend all queries of employees
- Ensure that all job descriptions are up to date and signed
- Assist the welfare team in HR events (EOY Party, Team building and other activities)
- Assist in HRDC procedures and follow up (G1 and G3 applications)
- Handle medical scheme process/renewal for the employees
- Ensure that all employees abide to the company rules, regulations and policies
- Support the management on disciplinary and grievance issues.

QUALIFICATIONS & EXPERIENCES

- Bachelor's in human resources management or equivalent;
- Minimum 1-2 years' experience in a similar role
- Well versed with payroll software, Vipertex will be advantageous.
- Conversant with Ms Office Suite

SKILLS

- Excellent communication skills
- Excellent analytical skills
- Critical thinking skills
- Problem Solving skills
- Attention to detail & good level of concentration
- Ability to work in a team

If you are interested, please send your Curriculum Vitae at k.ramasawmy@wknits.com by latest 23 August 2023.