



Learn & Progress Ltd is hiring a Human Resource Assistant/ Traineeship

Learn and Progress Ltd is a dynamic EdTech institution based in Mauritius, specialising in innovative training solutions for individuals and organisations. Our sector of activity encompasses the education and technology sectors, where we offer a range of virtual training programs, professional development courses, and interactive learning experiences.

Situated at The Cubicle, 2nd Floor, Modules 213-217, Route Royale, Phoenix, No C10094686

Duties are as follows:

1. Assisting in recruitment processes such as screening resumes and conducting initial interviews.
2. Supporting HR activities like onboarding, orientation, and training programs for new hires.
3. Managing employee records and maintaining a well-organized filing system for documents such as resumes, contracts, and performance evaluations.
4. Participating in HR projects such as employee engagement initiatives and diversity programs.
5. Assisting in organizing HR-related events and workshops.
6. Handling administrative tasks such as scheduling meetings, preparing documents, and responding to HR-related inquiries.
7. Learning and applying HR policies, procedures, and best practices under the guidance of senior HR staff.
8. Collaborating with other departments for cross-functional projects and initiatives.
9. Staying updated on HR trends and regulations to contribute effectively to HR operations.

We are currently looking for degree holders in the following fields:

LM321	BSc (Hons) Human Resource Management
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LM321M	BSc (Hons) Human Resource Management
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Duration: Contractual Period of 6-8 months

Experience: (Optional)

Remuneration: Your monthly stipend will be Rs 25 000/- gross (Twenty-Five Thousand) with all inclusive.

Working Days/ Time: From Monday to Friday- 9.00 to 6pm

Send your CV/ Motivation Letter on: [recrutement@learnprogress.mu](mailto:recrutement@learnprogress.mu)

Learn more on their company: [www.learnprogress.mu](http://www.learnprogress.mu)