

Trainee - Human Resources

Rey & Lenferna Ltd is a recognised institution in Trading, Mechanical, Electrical and Plumbing (MEP) projects as well as in the Automotive Aftermarket and presently holds over 50 exclusive brand representations.

The company's engagement is to provide customised and innovative integrated solutions to its clients, with a focus on customer service.

Job Profile

Rey & Lenferna Ltd is looking for a Trainee - Human Resources to support the HR team in its daily operations. This role is ideal for a recent graduate or early-career student seeking hands-on experience in HR operations and administrative support. ***This position is on a contract basis for a minimum duration of four (4) months with the possibility of extension depending on business needs.***

Any interested candidate may forward their CV on hrsupport@reylenferna.com

Role & Responsibilities

- Provide administrative support such as drafting letters, filing, creation and updating of employee files.
- Assist with the input of training and development data and support the creation of employee profile on the HRMS platform.
- Assist in recruitment activities (scheduling interviews and documentation).
- Assist in the onboarding of new employees and ensure proper documentation is accurately completed.
- Support ongoing HR operations and respond to daily HR queries.

Knowledge, Skills & Attitude

- BSc in Human Resources Management, Management or equivalent (ongoing or completed).
- Knowledge of Human Resources principles.
- Excellent written and verbal communication skills.
- Good organisational, planning and time management skills.
- Ability to work as part of a team.
- Proficient in Microsoft Office applications.

Location: Bell Village, Port Louis

Management reserves the right to call only the best candidates for an interview. If you have not received any communication after the deadline, feel free to call us for any query.