

### **Human Resources Administrator**

The HR Administrator shall be responsible for supporting all HR functions to ensure a positive and productive work environment. This role is crucial for maintaining the hotel's high standards of service by managing the full employee lifecycle, from recruitment and onboarding to record-keeping and offboarding.

#### **Qualifications and Skills Required:**

- ✓ 2-3 years' experience as a Human Resources Administrator
- ✓ Degree in Human Resource Management
- ✓ Sound understanding of the payroll system, employment regulations, legislation and compliance
- ✓ Strong organisational skills and attention to detail
- ✓ Strong verbal and written communication skills
- ✓ Strong Microsoft Suite skills (especially Excel) and tech-savvy

The ability to work in a fast-paced environment and under pressure

#### **CLOSING DATE: 30 September 2025**

Please note that the above responsibilities for each position are not exhaustive. For more information on the positions advertised above visit <https://uaginvestments.com.na/careers/>

#### **APPLICATION PROCEDURE:**

Suitably qualified applicants should forward their applications clearly indicating the position applied for along with supporting documents to [recruitment\\_hilton@Hiltonwindhoek.com](mailto:recruitment_hilton@Hiltonwindhoek.com).

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