



JOB VACANCY

HR ASSISTANT

Deadline: 15th May 2026

Said Salim Bakhresa & Co. Ltd is seeking to recruit a dynamic HR Assistant to support Human Resources operations for its Transport Division.

Key Responsibilities

- Support day-to-day HR operations and employee administration
- Assist in handling employee relations and disciplinary matters
- Assist in recruitment, onboarding, and employee engagement activities
- Coordinate HR compliance and documentation processes
- Support investigations, hearings, and other industrial relations matters
- Liaise with employees and management on HR-related matters

Minimum Qualifications & Experience

- Bachelor's Degree in Human Resources, Law (LLB), Industrial Relations, or related field
- Minimum of 3 years' relevant experience in Human Resources
- Strong knowledge and practical exposure in employee relations and labour law compliance.
- Experience working in a transport, logistics, or related environment
- Strong interpersonal and communication skills.

Interested candidates should send their CV to recruitment@bakhresa.com by 15th May 2026 with the subject line: Application – HR Assistant

