

HR Virtual Assistant - Remote

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Company: M365Connect

Location: Kampala

Category: other-general

Job Title: HR Virtual Assistant

Location: Remote

Company Overview: M365Connect is a leading IT recruitment firm specializing in Microsoft technologies. With a team of industry experts, we pride ourselves on a client-centric approach and a commitment to connecting top-tier Microsoft ex-professionals with dynamic companies. Join us to further your career in a role that offers both challenges and rewarding experiences.

Job Description: We are seeking a dedicated HR Virtual Assistant to support our recruitment team. This role is ideal for a recent HR graduate who is ready to step into a dynamic, supportive environment and contribute to our growth and efficiency. You will assist in handling administrative tasks, managing recruitment, and maintaining clear communication between candidates and hiring managers.

Responsibilities:

Assist in the recruitment process from initial candidate contact to the final hiring stage.

Manage job postings, screen resumes, and schedule interviews.

Maintain candidate databases and handle confidential applicant information with discretion.

Provide administrative support to the HR team, including document preparation and

calendar management.

Engage with candidates and provide updates to ensure a positive candidate experience.

Requirements:

Bachelor's degree in Human Resources or related field.

Available to work 40 hours per week, totaling 172 hours per month.

Strong organizational skills and the ability to handle multiple tasks simultaneously.

Excellent communication skills, both written and verbal.

Proficient in Microsoft Office Suite and familiar with virtual communication tools.

Prior experience in an HR or administrative role is preferred but not required.

What We Offer:

The opportunity to work remotely.

A supportive and experienced team of Microsoft ex-professionals.

An ethical, transparent workplace with no hidden fees.

A role that adapts to changing business needs, providing flexibility and growth.

How to Apply Please submit your resume and a cover letter detailing your interest and qualifications for the role. Ensure your application indicates your educational background and any relevant HR experience.

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