



Job Title: HR & Admin Officer
Department: Administration
Reports to: General Manager
Basic salary: Kshs. 60,000
Location: Kenya Railway Golf Club, Nairobi, Kenya

HR & Admin Officer

Job Summary

Reporting to the General Manager of Kenya Railway Golf Club, the HR & Admin Officer will be in charge of the Club's Human Resource function and to support our Club operations and ensure smooth day-to-day administrative duties.

Responsibilities:

- Oversee day-to-day HR and administrative operations across the Club • Manage recruitment, onboarding, and staff induction processes.
- Maintain and update employee records, contracts, and compliance documentation.
- Support payroll preparation and track leave and attendance records.
- Handle disciplinary, grievance, and performance management activities.
- Coordinate training, team-building, and employee engagement activities.
- Handle the Collective Bargaining Agreement (CBA) negotiations with the Union representatives.
- Maintain a welcoming and professional reception/office environment.
- Ensure compliance with employment laws and club policies.
- Liaise with department heads to support workforce planning and operational needs.
- Manage office supplies and handle correspondence and general administrative duties including the members issues.

Qualifications, Skills and Experience:

1. Bachelor's degree in Human Resource Management/Business Administration from a recognized institution.
2. **MUST** have a Minimum of 5years of experience in similar role with at least 3 years in the management level preferably in the hospitality industry or a Sports Clubs.
3. Strong knowledge of HR practices, labour laws, and administrative systems.
4. Knowledge of payroll processing and related taxes.
5. **MUST** be a full member with a valid practicing license from the institute of Human Resources Management (IHRM) or any other recognized HR professional body.
6. Computer literate with special skills on MS office and HRIS will be an added advantage.
7. High understanding and knowledgeable of the Collective Bargaining Agreement (CBA).

Personal Attributes.

1. Excellent interpersonal and written communication skills.
2. High level of discretion, integrity, and attention to details.
3. Must be a person of high integrity.
4. Strong organizational and analytical skills.
5. Team player
6. Able to work with people from diverse cultural background.
7. Able to work under pressure.
8. Able to work with Minimum supervision.

Location.

The principal place of employment shall be at Kenya Railway Golf club premises located off Haile Selassie Avenue, Nairobi or any such location as the management shall advise from time to time.

If you are a highly motivated and experienced individual with a passion for Golf Club, then we encourage you to apply for the position of a HR & Admin Officer at our Golf Club. To apply, please submit your application together with your CV and the supporting documents listed above to the following email address: manager@krgc.co.ke applications are ongoing as from 6th October 2025 up to 19th October, 2025. Only shortlisted candidates will be contacted.