

At **ABZ Group**, we're the team behind **Deals.mu, Otayo, Mauritius Attractions, Ciné sous les Étoiles, Restaurants.mu**, and many more exciting platforms! With over 70 team members and growing, we're looking for a **motivated and dynamic Junior HR Officer** to join us and be part of something amazing.

### Who Are We Looking For?

We're on the lookout for **enthusiastic and people-friendly individuals** who are ready to start or build their career in **Human Resources**.


Whether you're fresh out of school, a recent university graduate, or have some experience in HR/admin, **we'd love to hear from you!**


### Your Role at ABZ Group:

As a Junior HR Admin Clerk, you'll play a key role in **supporting our HR team** and ensuring a smooth experience for all employees. Your daily tasks will include:

- ✅ Assisting with **recruitment and hiring processes**, from drafting job descriptions to shortlisting candidates and coordinating interviews.
- ✅ Preparing and distributing **HR documents** like contracts, offer letters, and policies.
- ✅ Welcoming new hires and ensuring a **smooth onboarding experience**.
- ✅ Handling employee queries and maintaining **HR records** (e.g., leave requests, attendance tracking).
- ✅ Organizing **company events, training sessions, and team activities** to keep our workplace vibrant.
- ✅ Assisting with **payroll processing** and verifying timekeeping records.
- ✅ Supporting various **HR-related administrative tasks** as needed.

### What You Need to Apply:

 **Education:** HSC, Diploma, or Degree in HR, Management, Psychology, or a related field.

 **Experience:** Previous HR/admin experience is a plus but **not a must** – we value passion and willingness to learn!

### Skills & Qualities:


- ✓ Strong **organizational skills** – able to juggle multiple tasks efficiently.
- ✓ Excellent **people skills** – friendly, approachable, and great at communication.

- ✓ A **team player** who enjoys working in a collaborative environment.
- ✓ **Attention to detail** and a high level of professionalism.
- ✓ Ability to handle **confidential information** with discretion.


### **What's in It for You?**

At ABZ Group, we believe in **creating a workplace where you can grow, thrive, and enjoy coming to work.**

**Here's what we offer:**

 A **modern, dynamic, and friendly** environment

 **Career development & training** opportunities to learn so much in the HR field

 **Employee perks**, including birthday celebrations, team building, free cinema tickets, event tickets, discounted hotels, medical insurance and so much more.

 **Competitive salary** and benefits

 A team that values **collaboration, innovation, and fun!**

### **Ready to Apply?**

We'd love to hear from you! Send your application to **hr@abzgroup.info** or apply directly on our **career page** <https://abzgroup.info/careers.html>.

**Join us and be part of something exciting!**