



LAXMANBHAI & CO. (MAURITIUS) Ltd is hiring a Human Resource Officer.

LAXMANBHAI & CO. (MAURITIUS) LIMITED is a premier construction and civil engineering company in Mauritius, with over 50 years of trusted industry expertise. Ranked among the country's top contractors, we deliver iconic infrastructure and building projects that shape national development. Our success is driven by innovation, precision, safety, and uncompromising quality standards.

Situated at Le Hochet, Terre Rouge, Port Louis.

Duties are as follows:

1. HR Policies & Compliance

- Develop, implement, and update HR policies and procedures.
- Ensure compliance with labor laws, health and safety standards, and company regulations.
- Educate employees and managers on HR policies.

2. Recruitment & Onboarding

- Identify hiring needs and create job descriptions.
- Manage job postings, interviews, and selection processes.
- Oversee onboarding, orientation, and induction programs for new employees.

3. Employee Records Management

- Maintain and update accurate employee files and HR databases.
- Manage confidential records related to performance, payroll, and benefits.

4. Employment Contracts & Legal

- Draft and manage employment contracts.
- Interpret and apply labor laws and handle legal HR issues.
- Liaise with legal advisors as needed.

5. Employee Relations & Communication

- Serve as a point of contact between management and employees.
- Handle employee grievances, conflicts, and disciplinary actions.
- Promote a positive workplace culture and effective communication.

6. Performance Management

- Develop and implement performance appraisal systems.
- Guide managers in conducting reviews and setting goals.

- Monitor employee progress and development.

7. Training & Development

- Identify skill gaps and training needs.
- Organize workshops, coaching, and professional development programs.
- Support career planning and succession planning.

8. Payroll & Compensation

- Manage and process payroll accurately and on time.
- Administer benefits, bonuses, and salary revisions.
- Ensure payroll compliance with tax and labor regulations.

9. Attendance & Leave Management

- Track employee attendance, leave, and absenteeism.
- Ensure compliance with leave policies and entitlements.

10. Health, Safety & Employee Wellbeing

- Promote health and wellness initiatives.
- Ensure the workplace is safe and supportive.
- Handle employee assistance programs and mental health support.

11. HR Strategy & Organizational Development

- Support organizational change and restructuring.
- Align HR practices with company goals and vision.
- Analyze HR metrics and provide strategic input to management.

We are currently looking for a degree holder in Human Resources.

Duration: FULL TIME POSITIONS

Experience: 1 year

Remuneration: Negotiable

Working Days/ Time:

From Monday to Friday- 8:00 to 5pm

Send your CV/ Motivation Letter on: hrdept@krq-lax.com or PA@krq-lax.com.

By: **24/04/2026**