



# VACANCY ANNOUNCEMENT

DESA PLANTS PLC is a foreign investment company in the horticulture sector located in Ejersa, 9km from Modjo. Our main activities are production and export of high quality seedlings to the European and USA market. Our company is growing fast and expanding its markets hence we are recruiting additional staff members and open vacancies in the position of:

## HR ADMINISTRATOR

### Duties and responsibilities

Following daily employee data, following checking employee issues, personal file management, preparing different contracts and official letters, preparing weekly and monthly HR reports to management and other administrative jobs.

### Work Experience

At least 2 years or more of relevant work experience.

### Work place

Modjo – Ejersa

Service bus from Modjo – Debre Zeit - Adama

### Minimum educational qualification

BA Degree in Business Administration, Management, Economics or other related fields.

### Skills

Good written and spoken English language skills are must. Good communication skills are required. Good computer skills are must (common Microsoft Office).

### SALARY

Negotiable – Attractive payment and bonus arrangement

### BENEFITS

You will be part of a young and dynamic team. You will work in a dynamic business in an international company. We offer an attractive salary package including insurance cover and medical costs refund.

### CONTACT:

CV and convincing application letter should be send to:

Mail: [job@desaplants.com](mailto:job@desaplants.com)

Post: **PO box 466 - Modjo or PO box 46144 - Gerji Branch - Addis Ababa**

Website: [www.desaplants.com](http://www.desaplants.com)