



## VACANCY

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**POSITION – PAYROLL COORDINATOR**

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**LOCATION- CHESTNUT FARM, NARUMORU**

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| <b>REPORTING TO</b> | <b>FARM MANAGER</b> |
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### Company Profile

AAA-Growers Limited is among the leading Kenyan exporters of different types of Vegetables, Flowers, and Avocados. We are currently seeking a proactive, detail-oriented, and experienced **Payroll Coordinator** to join our team at **Chestnut Farm in Narumoru**.

### Job objective

To oversee and ensure the accurate, timely, and compliant processing of payroll and HR administrative functions at the farm level, while supporting broader administrative, training, welfare, and compliance responsibilities.

### Your tasks and responsibilities

#### 1. HR & Payroll Activities

- Maintain accurate records of employee attendance, leave, bonuses, gratuity, and discipline.
- Ensure timely submission of HR and payroll documentation to Head Office.
- Assist departmental heads with HR matters and provide operational support.
- Maintain effective communication with local Labour Office and ensure legal compliance.
- Advise HR Manager on staff discipline and welfare issues in line with company policy.
- Coordinate junior-level recruitment and onboarding at the farm level.
- Monitor daily attendance registers and provide data for wage/salary processing.
- Ensure payroll data integrity and compliance with EBA and statutory requirements.
- Support the Group Payroll Manager in updating payroll and training manuals.
- Handle payroll-related staff queries professionally and accurately.
- Administer records for superannuation, insurance, employee benefits, and Workers' Compensation.
- Process terminations and redundancies in line with applicable legislation and policy.
- Recommend improvements for payroll processes and systems to align with best practices.

#### 2. Training & Development

- Identify training needs in collaboration with HR and Technical Teams.
- Coordinate training sessions, collect feedback, and maintain comprehensive training records.

#### 3. Administration

- Oversee local logistics including farm transport and inter-farm deliveries.
- Manage office operations and support multidisciplinary team needs.
- Collaborate with site transport/workshop team to manage fuel and fleet usage.
- Monitor machine and equipment efficiency and optimize resource usage.
- Maintain petty cash records and oversee local supplier purchases.
- Engage with local authorities on statutory matters as per Kenyan law.
- Manage store inventory and coordinate regular stock-takes.

#### 4. Security & Health & Safety

- Liaise with the Farm Security Manager and external agencies on all security issues.
- Support implementation of health and safety protocols across the farm.
- Serve as a key member of the Health & Safety Committee.

#### Your profile

- Bachelor's degree / Diploma in HR, Business Administration, Finance, or a related field.
- Minimum 4 years' experience in payroll and HR operations, ideally in the agricultural or manufacturing sector.
- Strong knowledge of Kenyan labor laws, payroll systems, and EBA requirements.
- Excellent leadership, organizational, and communication skills.
- High level of confidentiality, accuracy, and attention to detail.
- Proficient in payroll software and MS Office tools.

#### We offer.

AAA growers has great ambitions. Innovation, technology, and quality are high priorities. This results in a challenging working environment in which you can develop yourself. AAA growers offer plenty of room for personal growth and development. We have an informal and easily accessible working environment in which cooperation is very important.

The position comes with a competitive salary as well as other benefits.

AAA Growers Limited  
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