



TROPICAL MAC EPZ LIMITED

P.O BOX 638-60100, Embu, Kenya | +254 672220447 | info@tropicalmacepz.co.ke | www.tropicalmacepz.co.ke

Job Advert: Human Resource Generalist at Tropical Mac EPZ Limited

Location: Embu, Kenya

Position: Human Resource Generalist

Experience: 5+ years

Employment Type: Full-Time

About Tropical Mac EPZ Limited:

Tropical Mac EPZ Limited is a leading manufacturing company located in Embu, Kenya, specializing in the production of premium macadamia nuts sourced from carefully selected growers. Located in Kenya, our state-of-the-art processing facility adheres to stringent food safety & quality control measures to ensure that our products meet the highest international standards.

We are committed to excellence, innovation, and sustainable growth.

Job Summary:

We are seeking a proactive and experienced HR Generalist to join our Human Resource team. The successful candidate will be responsible for managing day-to-day HR operations, ensuring compliance with labour laws, and supporting staff welfare and organizational development.

This role requires strong knowledge of HR practices, Kenyan labour regulations, and the ability to balance operational efficiency with employee engagement.

Key Responsibilities:

- Recruitment and onboarding: Coordinate hiring processes, prepare job adverts, shortlist candidates, and manage orientation programs.
- Employee relations: Serve as the first point of contact for staff queries, grievances, and disciplinary matters.
- Performance management: Support appraisal processes, track KPIs, and recommend training interventions.
- Policy implementation: Ensure HR policies are communicated, understood, and consistently applied across departments.
- Compliance: Maintain adherence to Kenyan labour laws, and company regulations.
- Payroll and benefits administration: Assist in processing salaries, statutory deductions, and employee benefits.
- Training and development: Identify skill gaps, coordinate workshops, and promote continuous learning.
- HR documentation: Maintain accurate employee records, contracts, and HR reports.

- Workplace culture: Champion initiatives that foster collaboration, inclusivity, and employee engagement.

Skills and Attributes

- Strong interpersonal and communication skills
- Excellent organizational and multitasking abilities
- Knowledge of Kenyan labour laws and HR best practices
- Proficiency in HR software and Microsoft Office tools
- Problem-solving and conflict resolution skills
- Ability to work independently and collaboratively
- Confidentiality and integrity in handling sensitive information

Qualifications

- Bachelor's degree in Human Resource Management, Business Administration, or related field
- Higher Diploma in HR or CHRP certification is an added advantage
- Membership with IHRM (Institute of Human Resource Management)
- Minimum of 5 years' experience in HR operations
- Experience in manufacturing or agribusiness sector is a plus

What We Offer:

- A competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.
- The chance to be part of a forward-thinking and innovative company.

How to Apply:

If you meet the above qualifications and are ready to take on this exciting opportunity, please send your CV in Pdf format, cover letter, and copies of your professional certificates to humanresource@tropicalmacepz.co.ke by 20TH Feb 2026.

Note: Only shortlisted candidates will be contacted.



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Disclaimer:

In compliance with the **Data Protection Act of Kenya**, Tropical Mac EPZ Limited is committed to protecting the privacy and security of your personal data. By submitting your application, you consent to the collection, processing, and storage of your personal information for recruitment purposes only.

Your data will not be shared with third parties without your consent, and it will be retained only for as long as necessary for the recruitment process.

Join Tropical Mac EPZ Limited and be part of our mission to harness our processing expertise in delivering customer-focused, high-quality, safe, and nutritious nuts. Together, we are committed to fostering sustainable sourcing from local farmers, ensuring excellence at every step of the journey.

Tropical Mac EPZ Limited

Embu, Kenya

<https://tropicalmacepz.co.ke/>