

VACANCY

A reputable Hospitality Institution in Freetown is seeking to fill the position of Assistant Human Resources Manager.

Roles and Responsibilities

- Assist with the day-to-day operations of the HR functions and duties
- Provide clerical and administrative support
- Compile and update employee records
- Handle correspondences
- Fully aware of the Data Protection Act (GDPR).
- Experience of working with and handling confidential data
- Process documentation and prepare reports relating to personnel activities
- Deal with employee requests regarding human resources issues
- Assisting with recruitment process
- Providing relevant details for payroll
- Involved in the performance review of staff
- Involved in the disciplinary and grievance procedures
- Making sure that all employee records are accurate and well maintained
- Setting up employee's personal file
- Managing employees' sick records and paperwork
- Finalising paperwork for when a member of staff leaves employment
- Conducting exit interviews
- Dealing with the administration of trainees' placement
- Organising interviews for job applicants
- Organising induction for new staff

Education, Experience and skill required

- Knowledge of HR processes and procedures
- Full acquisition of the S.L. labour law
- Interpreting employment rules, policies and regulations
- A capable team player who is able to liaise with people at all levels.
- Qualification in Human Resources Management
- Communication skills
- Microsoft applications
- Previous experience in HR management for not less than 5 years

Closing date of application is 25th February 2021