

Company **Mantrac SL Limited**

JOB TITLE: **Human Resources Assistant**

LOCATION: **Freetown**

CATEGORY **Nationals**

JOB SUMMARY

The incumbent will provide advice and support on a range of HR issues including recruitment, vacation, performance & development, payroll, benefit management and general staff welfare.

MAIN DUTIES AND RESPONSIBILITIES

Co-ordinates recruitment process

- Advise and educate staff on HR policies and procedures and any changes as and when they occur
- Preparation and submission of monthly HR reports to the HR Manager.
- Responsible for the administration of Staff forum, and facilitating external and internal staff functions
- Administration of company medical scheme
- Facilitate training programmes
- Responsible for leave management.
- Any other duties as may be assigned from time to time

REQUIREMENTS

- First Degree in Human Resources or Business Administration
- Minimum of 2 years working experience in a related field
- Computer literate
- Good communication and interpersonal skills