

# Kizuri International

<https://kizuri-international.com/job/hr-support-manager/>

## HR Support Manager

### Description

HR Manager at the client site, is to provide full HR support services that concerns the workforce of the client. This includes compliance, contract management, leave management, payroll management, time management and reporting. The HR Manager will play an important role in attracting, retaining, and developing top talent for the client.

### Responsibilities

1. HR Administration
2. Managing all employee queries relating to pay, social security, or general work welfare.
3. Proper onboarding and offboarding of employees including but not limited to employment contract issuance & renewal processes and all activities related to the onboarding or offboarding of employees.
4. Time Management, not limited to timesheet collection and entries.
5. Comp & Ben Management
6. Full Payroll Management Suite including payroll issuance
7. Ensure statutory compliance regarding payroll submissions for staff
8. Full Compliance
9. Full HR Advisory
10. Performance management
11. Client L & D
12. Employee Verification processes
13. Track location and movement of employees
14. Leave management and records
15. Filing and records management
16. Provide monthly HR reports
17. Workplace culture positive impact
18. This role requires a strong understanding of Sierra Leone's Labor laws. Proper understanding of the laws governing the client's operating industry is also required.

### Qualifications

1. A degree in HR or related fields
2. Strong knowledge of Sierra Leone labour and employment laws
3. Knowledge of payroll processes
4. Outstanding verbal and written communication skills.
5. Proficiency in Google Suite and Microsoft Office Suite
6. Great Multitasking skills
7. Excellent People Management skills
8. Strong ethics, with an ability to manage confidential data

### Contacts

Interested candidates are invited to submit their resume and a cover letter, outlining their interest and qualifications for the Gardener position, to **jobs@kizuri-international** or on whatsapp to: **+232 90 444 333 or +232 79 444 333**.

### Hiring organization

Kizuri International

### Employment Type

Full-time

### Valid through

31.10.2024