

# Human Resources Supervisor

## Job Description

Job Title: HR Supervisor

Location: Freetown

Department: Human Resources

Reports To: HR Manager/Head of Human Resources

### Job Summary:

The HR Supervisor supports the effective management of human resource functions by overseeing HR operations and ensuring compliance with company policies and employment regulations. This role involves supervising HR team members, coordinating recruitment and onboarding, managing employee records, and supporting key HR processes such as employee relations, performance management, and training. The HR Supervisor serves as a vital link between employees and management to maintain a productive and engaged workforce.

### Key Responsibilities:

- Supervise the daily operations of the HR team and provide guidance on routine HR tasks.
- Coordinate end-to-end recruitment processes, including job postings, interviews, and reference checks.
- Support the onboarding and exit process to ensure smooth transitions for employees.
- Respond to employee queries and provide timely resolution to HR-related issues.
- Maintain accurate and up-to-date employee records, including leave and attendance management.
- Assist in the implementation of HR policies, procedures, and best practices.
- Ensure compliance with local labour laws and company policies.
- Generate HR reports and assist in analysing HR data for decision-making.
- Support employee engagement initiatives and internal

## Contact Us

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communications.

- Contribute to the coordination of training sessions and development plans.
- Participate in disciplinary processes and documentation as required.

Qualifications:

Experience:

- 3–5 years of experience in HR, including at least one year in a supervisory or lead role.

Education:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Professional HR certification is an added advantage.

Skills:

- Knowledge of HR practices and employment legislation.
- Strong interpersonal and communication skills.
- Excellent attention to detail and organisation.
- Proficient in Microsoft Office and HR information systems.
- Ability to manage confidential information with discretion.
- Problem-solving and conflict-resolution abilities.
- Team leadership and coaching capability.

Working Conditions:

- Office-based role with occasional travel if required.
- Standard working hours, with flexibility depending on HR cycles or project demands.
- May be required to manage or respond to urgent HR matters outside regular hours.

Physical Requirements:

- Ability to work at a computer for extended periods.
- Occasional lifting of files, documents, or office equipment.
- Capacity to travel for meetings, recruitment events, or training if necessary.