



WE ARE RECRUITING

HR Clerk

LFL is looking for an HR Clerk that will assist the department in all Day to Day HR Functions. This role is an opportunity to gain valuable insights into procedures such as employee onboarding, training, and compensation

Main Duties and Responsibilities

- Participate in the communication of all relevant HR Information through notice boards, screen and emails
- Assist in the Recruitment process and Onboarding of Operatives
- Contribute to employee welfare and wellbeing activities
- Provide support to L&D – HRDC processes, design and develop of internal and customised Training Programs
- Assist in the Payroll process by verifying Time Attendance and generate reports on key HR metrics
- Collaborate with the HR team members on implementing existing projects
- Assist the Department in audit exercises and any Admin duties or other cognate tasks

Profile

- HSC holder, Diploma in Administration or HRM, or any equivalent qualification
- Experience in an Office environment is an advantage
- Computer Literate with knowledge of Microsoft Office tools
- Dynamic, detail-conscious and well organized
- Good communication and interpersonal skills
- Reliable, Team player and a 'Can Do' attitude
- Able to display a high level of confidentiality

Interested candidates should forward their CV by latest **15.05.25** to the Human Resources Department, Livestock Feed Ltd, Claude Delaître Street, Pailles | Tel: 286 1112 | Email: hr.lfl@eclosia.com

Only the best candidates will be called for an interview