



WE ARE RECRUITING

HR Officer

Main Duties and Responsibilities

- Coordinate recruitment process with job adverts, screening, interviews, selection and hiring
- Perform onboarding and offboarding process of our collaborators
- Maintaining, updating, and ensuring accuracy of the employee benefits and database
- Compile key HR metrics like Time & Attendance, turnover, absenteeism, cost per headcount, and manpower needs
- Act as a point of contact between the HR department and employees and ensuring clear and consistent communication through our different channels
- Assist the HR team with special projects or initiatives, such as process improvements, system upgrades, or policy changes
- Comply with HR policies and Labour Laws, and assist in Industrial Relations, such as Trade Unions and Labor - Ministry Offices
- Assist in addressing employee disciplinarys and grievances on all 4 business units, managing conflict resolution, by fostering a positive employee-employer relationship
- Perform any related administrative tasks for the HR department

Qualification and Profile

- Degree in Human Resources or any other related fields
- 5 years of working experience in an HR function
- Intermediate MS Office exposure
- Exposure with local Labor Legislations and Industrial Relations
- Values-Driven and People-Centric behavior
- Result-oriented and problem-solving approach
- Dynamic, detail-conscious, well organized with high level of confidentiality
- Interpersonal communication skills

Interested candidates should forward their applications and CV by latest **15.05.25** to the Human Resources Department, Livestock Feed Ltd (LFL), Claude Delaitre Road, Les Guibies, Pailles

| Tel : 286 1112 | Email : hr.lfl@eclosia.com

Only the best candidates will be called for an interview