

**CROWN BEVERAGES LIMITED  
CROWN BEVERAGES LIMITED**

**1. JOB TITLE:** HUMAN RESOURCES ASSISTANT

**DEPARTMENT:** HUMAN RESOURCES

<b>PURPOSE:</b>	<b>KEY OUTPUTS / NEED TO DO:</b>	<b>NEED TO KNOW:</b>	<b>NEED TO BE:</b>
<p>Responsible for the day-to-day human resources operational support in line with CBLs human resources objectives.</p> <p><b>CONTEXT:</b></p> <p>Crown Beverages Ltd operates in an extremely dynamic and competitive environment, where competition for talented employees is high.</p> <p>It is, therefore, crucial</p>	<p><b>1. Reporting and Records Management:</b></p> <ul style="list-style-type: none"> <li>• Generate reports on operational activities.</li> <li>• Carry out the filing and documentation of staff personal details.</li> <li>• Provide proper maintenance of human resources records and data such as manpower positions with entries and exits</li> <li>• Open files for new staff.</li> </ul> <p><b>2. Leave Schedule Implementation:</b></p> <ul style="list-style-type: none"> <li>• Receive staff-leave requests, update the inventory of staff leave and ensure timely clearances and approvals by appropriate Heads of Department.</li> <li>• Obtain leave schedules from Heads of Department and coordinate the implementation of the same.</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Bachelors’ Degree in Human Resource Management or Industrial Organization Psychology, Social Sciences, Public Administration or a Business related field</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• Three years’</li> </ul>	<ul style="list-style-type: none"> <li>• Analytical</li> <li>• Reliable</li> <li>• Self-driven</li> <li>• Computer literate</li> </ul>

<p>that the Company attracts and maintains competent and affordable human resource that will enable it to compete favourably in the ever dynamic environment.</p> <p>This job operates within the statutory requirements, established labour laws and CBL's HR policies and procedures.</p>	<p><b>3. Administrative Support:</b></p> <ul style="list-style-type: none"> <li>• Respond to staff concerns and escalate major issues to the Manager.</li> <li>• Coordinate students' internship placement in liaison with HR Manager and HODs respectively.</li> <li>• Give timely feedback to HR Manager on employee HR/welfare issues.</li> <li>• Process staff undertaking letters for obtaining loan facilities.</li> </ul> <p><b>4. Coordinate Staff Entry:</b></p> <ul style="list-style-type: none"> <li>• Maintain the staff file, obtain bio data forms and update the HR database.</li> <li>• Process staff IDs and medical cards.</li> <li>• Follow up on the employee probation and ensure appropriate actions are taken.</li> </ul> <p><b>5. Staff Exit:</b></p> <ul style="list-style-type: none"> <li>• Provide the clearance form duly signed by the HODs and Head of Sections.</li> <li>• Follow up to ensure that staff fill RBS forms and follow up on the processing of staff terminal benefits</li> </ul>	<p>experience in similar position in a busy commercial environment</p> <p><b>SKILLS/ KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Understanding of HR practices,</li> <li>• Proficiency in computer applications</li> <li>• Good communication skills</li> <li>• Knowledge of the labour laws</li> <li>• People management skills</li> <li>• Listening and counselling</li> </ul>	
---	---	--	--

	<p>and retirement benefits Scheme (RBS).</p> <ul style="list-style-type: none"> <li>• With guidance of the HR Manager, process staff terminal benefits as per policy.</li> </ul> <p><b>6. Staff Contracts Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Follow up and monitor staff contracts and implement appropriate actions as necessary.</li> </ul> <p><b>7. Health, Safety and Environment:</b></p> <p>Adhere to and comply with health, safety and environment policies and guidelines.</p>		
<p><b>DIMENSIONS:</b></p>	<p><b>RELATIONSHIPS:</b></p> <p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Reports to the Human Resources Manager</li> <li>• Interacts with all staff</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Government officials</li> </ul> <p><b>DECISION-MAKING AUTHORITY:</b></p> <ul style="list-style-type: none"> <li>• Under the supervision by the Human Resource Manager and the guidance of the approved Company</li> </ul>		

	<p>policies and regulations</p> <p><b>KEY PERFORMANCE INDICATORS:</b></p> <ol style="list-style-type: none"> <li>1. Quick and easy retrieval of staff records</li> <li>2. Error free staff leave data</li> <li>3. Staff satisfaction</li> </ol>		
--	---	--	--

**SUPERVISOR'S NAME:** ..... **SIGNATURE:** ..... **DATE:** .....

**JOB HOLDER'S NAME:** ..... **SIGNATURE:** ..... **DATE:** .....