



**Notice of Position Opening
Internal/External
Full Time**

Title: Labour Relations Superintendent
Posting Number: S_36
Posting Date: December 9, 2024
Reports to: Human Resources & Social Services Director
Grade/Level: S3

Applications will be accepted up to December 21, 2024

Firestone Liberia is looking for a Labour Relations Superintendent to run the affairs of the Industrial Relations sub-department in investigating disciplinary cases as well as spare heading the day-to-day affairs of the division together with the Human Resources & Social Services Director.

Main duties and responsibilities:

- Investigate all disciplinary cases as assigned. This includes, Community Affairs cases, Traffic cases, departmental cases, fraud cases and other grave cases.
- Ensure updated disciplinary statistics and database as well as regular weekly, monthly, quarterly, and annual reports.
- Set KPIs to ensure timely investigations and track cases.
- Ensure error free communications and reports.
- Distribute, Monitor and Supervise cases amongst teammates and make follow-up.
- Ensure proper archiving of cases for easy access.
- Coordinate & visit Grievance Meetings and provide information and clarity where necessary.
- Ensure grievance and complaints forms are filled and properly file for future reference.
- Track grievances, complaints, and follow-up with departments for closure and provide feedback.
- Ensure timely preparation of reports and provide monthly, quarterly, and annual reports.
- Update the grievance Database regularly.
- Ensure proper manual and electronic filing system for easy access.
- Other responsibilities as assigned.

Experience & Education:

- BSC degree in Criminal Justice, Human Resources Management, and other related field
- Three (3) years plus experience working in investigation and supervisory roles.

Soft skills

- Good interpersonal relationship, Effective oral and written communication skills, Organization and time Management skills, Respect for Diversity
- Knowledgeable of the DWA, ILO standards and policies and International best practices and procedures,
- Prioritizing and Problem-solving skills
- Ability to supervise and train teammates.

Technical Expertise:

- Knowledge of computer operations- Microsoft Word, Excel, Power Point, and Internet
- HR Software and database
- Driving license, if available

Send resume to: FSLBHR@bfusa.com

Human Resources Department, Firestone Liberia, LLC

Please reference this posting number on all documents: S_36



12/06/24