



BRIDGESTONE

SECURITY & PROFESSIONAL SERVICES (SL) LTD

4 west Street, off Pademba road,
Freetown, Sierra Leone.

+232 78640302 / +232 78556192

bridgestone.slsec@gmail.com /
marioncontehether@gmail.com

www.bridgestonesl.com

VACANCY ANNOUNCEMENT

Bridgestone Security and Professional Services SL Ltd is an indigenous, elite, full-spectrum security and professional services company in Sierra Leone, delivering bespoke and high-profile is seeking a dynamic, experienced, and highly organized professional to join our team as a Human Resources Officer.

Position Title: Human Resources Officer

Reports To: General Manager

Location: Freetown, Sierra Leone.

Job Summary

The Human Resources Officer will be responsible for managing the Company's human resource functions, including recruitment, employee relations, performance management, training and development, policy implementation, and ensuring compliance with Sierra Leone labour laws and company policies.

Key Responsibilities

- Coordinate recruitment, selection, interviewing, and onboarding of employees.
- Maintain and update employee personnel files and HR records.
- Prepare employment contracts, confirmation letters, and other HR documentation.
- Administer employee attendance, leave, and disciplinary procedures.
- Coordinate staff orientation, induction, and training programmes.
- Support the performance appraisal process.
- Advise management on HR policies, procedures, and labour law compliance.
- Handle employee grievances professionally and confidentially.
- Prepare monthly HR reports and workforce statistics.
- Maintain confidentiality of all employee information.
- Ensure compliance with company policies and statutory employment requirements.
- Promote a positive and productive workplace culture.

MISSION

To protect, support, and empower the future of our valued clients by delivering elite security solutions and unparalleled professional services.

VISION

To be the premier benchmark of trust and excellence in the private security and professional services industry.

VALUES

- ✓ Bold Integrity
- ✓ Relentless Vigilance
- ✓ Innovation-Driven
- ✓ Dependability
- ✓ Growth & Excellence
- ✓ Empathy & Respect



BRIDGESTONE

SECURITY & PROFESSIONAL
SERVICES (SL) LTD

4 west Street, off Pademba road,
Freetown, Sierra Leone.

+232 78640302 / +232 78556192

bridgestone.slsec@gmail.com /
marioncontehesther@gmail.com

www.bridgestonesl.com

Qualifications and Experience

- Bachelor's Degree or Higher National Diploma (HND) in Human Resource Management, Business Administration, Public Administration, Industrial Relations, or a related field.
- Professional HR certification will be an added advantage.
- Minimum of 3 years' relevant work experience.
- Sound knowledge of Sierra Leone labour laws and HR best practices.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Excellent report-writing and administrative skills.

Required Competencies

- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- High level of integrity, discretion, and confidentiality.
- Ability to work under pressure and meet deadlines.
- Strong problem-solving and conflict-resolution skills.
- Good leadership and teamwork abilities.
- Attention to detail and excellent record-keeping skills.

What We Offer

- Competitive salary and benefits.
- Professional development and training opportunities.
- Career growth within a reputable and expanding organization.
- A professional, inclusive, and supportive work environment.

How to Apply

Interested candidates should submit:

- A cover letter.
- Updated Curriculum Vitae (CV).
- Copies of academic and professional certificates.
- Copy of National ID or other valid identification.

MISSION

To protect, support, and empower the future of our valued clients by delivering elite security solutions and unparalleled professional services.

VISION

To be the premier benchmark of trust and excellence in the private security and professional services industry.

VALUES

- ✓ Bold Integrity
- ✓ Relentless Vigilance
- ✓ Innovation-Driven
- ✓ Dependability
- ✓ Growth & Excellence
- ✓ Empathy & Respect



BRIDGESTONE

SECURITY & PROFESSIONAL SERVICES (SL) LTD

4 west Street, off Pademba road,
Freetown, Sierra Leone.

+232 78640302 / +232 78556192

bridgestone.slsec@gmail.com /
marioncontehester@gmail.com

www.bridgestonesl.com

- Contact details of at least two professional referees.

Applications should be sent to:

Email: bridgestone.slsec@mail.com

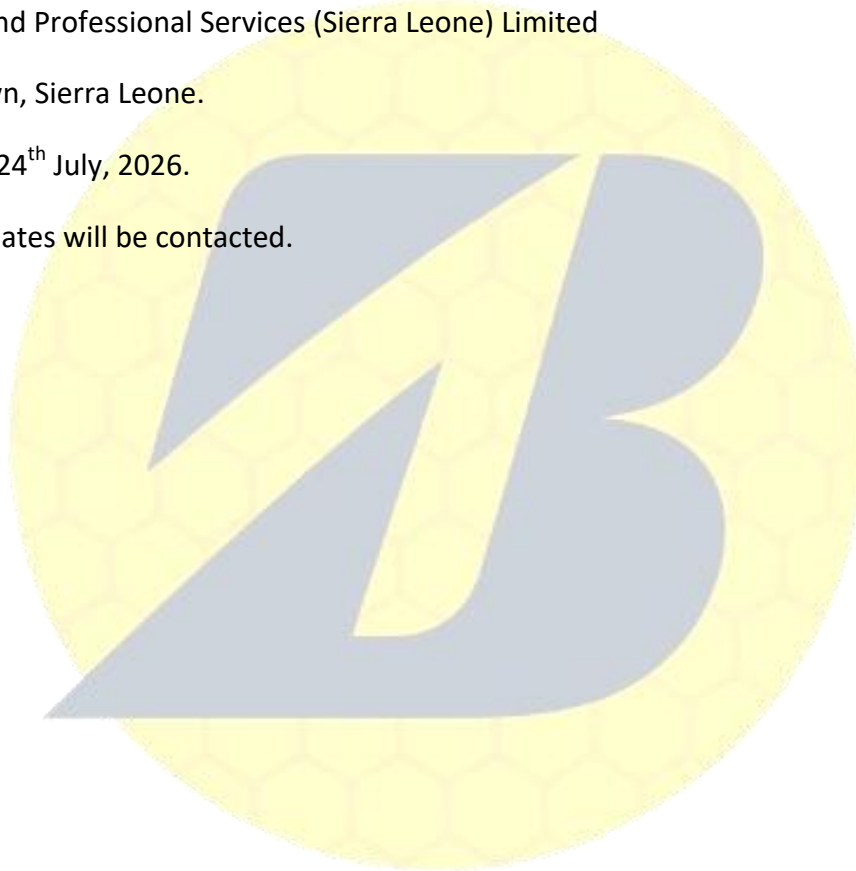
Or delivered by hand to:

Bridgestone Security and Professional Services (Sierra Leone) Limited

4 West Street, Freetown, Sierra Leone.

Application Deadline: 24th July, 2026.

Only shortlisted candidates will be contacted.



MISSION

To protect, support, and empower the future of our valued clients by delivering elite security solutions and unparalleled professional services.

VISION

To be the premier benchmark of trust and excellence in the private security and professional services industry.

VALUES

- ✓ Bold Integrity
- ✓ Relentless Vigilance
- ✓ Innovation-Driven
- ✓ Dependability
- ✓ Growth & Excellence
- ✓ Empathy & Respect