**HUMAN RESOURCE MANAGER**

HR Manager oversees all elements of human resources practices and processes. (S)He ensures a people-friendly and productive workplace. Their main responsibility is to develop and implement HR strategies that are in alignment with the business strategy, manage employee relations and lead the HR team.

Responsibilities

* Managing and guiding the HR department, including overseeing processes and policies to make sure they are fair for all employees
* Managing other employees within the human resources department
* Employee orientations, benefits administration, compensation, rewards, and conflict resolution
* Developing new systems and refining existing systems to increase efficiency and develop a healthy work environment
* Oversee the execution of employee standards and procedures
* Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, leave, and other personnel packages
* Ensure legal compliance by monitoring and implementing applicable HR requirements
* Support departments in the development and delivery of strategic HR plans to fit with their business direction
* Planning, executing and assessing trainings for employees
* Resolving grievances and bridging management and employee
* Preparing, updating, and recommending human resource policies and procedures
* Handle confidential matters with discretion
* Manage the recruitment and selection process
* Oversee and manage a performance appraisal system that drives high performance
* Maintain pay plan and benefits program
* Assess training needs to apply and monitor training programs
* Report to management and provide decision support through HR metrics
* Ensure legal compliance throughout human resource management

Requirements

* Degree in HR, Business Administration or related field
* Proven working experience as HR Manager or in similar roles
* People oriented and results driven
* Knowledge of HR systems and databases
* Ability to develop and communicate strategy
* Leadership skills
* Good oral and written communication skills
* Competence to build and effectively manage interpersonal relationships at all levels of the company
* In-depth knowledge of labour law and HR best practices
* Membership to IHRM with a valid practising license