**HUMAN RESOURCE OFFICER**

This role requires a person with experience in leading HR processes and is knowledgeable on compliance. This role assists to recruit, support and develop talent using policies and procedures they will continuously improve.

Responsibilities

* Support the development and implementation of HR initiatives and systems
* Active/lead involvement in recruitment and on boarding procedures
* Execute performance management practices
* Give advice on HR policies and procedures
* Maintain employee records according to policy and legal requirements
* Ensure the work environment is in compliance with the law
* Implement practices that will incrementally make the work environment better for employees

Skills and qualifications

* Degree in HR, business administration or relevant field
* Proven experience working in Human Resources
* Knowledge of HR functions
* Proficient in MS Office; knowledge of HRMS is a plus
* Understanding of labour laws and disciplinary procedures
* Outstanding organizational, time-management, communication and interpersonal skills
* Problem-solving and decision-making aptitude
* Strong ethics and reliability
* Membership to IHRM