

Human Resources Professional

Job Title: Human Resources Specialist

Responsibilities:

- Manage end-to-end recruitment processes, including job postings, screening, interviewing, and onboarding of new employees.
- Administer employee benefits, payroll, and leave management in compliance with company policies and legal requirements.
- Develop and implement HR policies, procedures, and programs to foster a positive workplace culture.
- Serve as a point of contact for employee relations, addressing grievances, conflicts, and disciplinary actions with professionalism and confidentiality.
- Organize and facilitate training, workshops, and professional development initiatives for staff.
- Maintain accurate and confidential employee records and HR databases.
- Ensure compliance with labor laws, health and safety regulations, and company standards.
- Assist in performance management processes, including appraisals, feedback, and goal setting.
- Support diversity, equity, and inclusion initiatives across the organization.
- Participate in HR projects such as employee engagement surveys, policy reviews, and process improvements.

Required Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Strong knowledge of HR best practices, labor laws, and regulations.
- Excellent communication, interpersonal, and organizational skills.
- Proficiency with HRIS and office software.

Preferred Qualifications:

- Professional HR certification (e.g., SHRM-CP, PHR).
- Experience with talent management, payroll systems, or HR analytics.