

The ideal candidate will have proven experience in HR or employee recruitment, with a thorough understanding of HR policies and procedures. The candidate will have a great opportunity for developing and refining systems. We're eager to find a human resources manager who has a detail-oriented mindset for handling the dynamic nature of today's workforce.

Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- 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 and Skills

- Proven working experience as HR Manager
- Result driven
- Knowledge of HR systems and databases
- Ability to combine strategy along with leadership skills
- Strong problem solving and conflict resolution skills
- Excellent active listening, negotiation and presentation skills
- In-depth knowledge of labor law and HR best practices
- Degree in Human Resources or related field
- Relevant Human Resources Certification