

HR Manager/Executive

About the Role:

We are seeking a dynamic and experienced HR Manager/Executive to lead our human resources function. You will be responsible for developing and implementing HR strategies that support our organizational goals, ensuring compliance, and fostering a positive work environment.

Key Responsibilities:

- **Recruitment & on boarding:** Develop and execute recruitment strategies, manage the full hiring lifecycle, and oversee new employee on boarding.
- **Employee Relations:** Serve as the primary point of contact for employee concerns, mediate conflicts, and ensure fair resolution of grievances.
- **Compliance & Policy:** Develop and implement HR policies and procedures, ensuring compliance with all local, state, and federal labour laws. Maintain accurate employee records and complete regulatory reporting.
- **Compensation & Benefits:** Manage payroll and benefits administration, develop competitive compensation strategies, and conduct salary and benefits surveys.
- **Training & Development:** Identify training needs, develop and facilitate training programs, and support employee development and career advancement.
- **Performance Management:** Implement and manage performance management processes.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field. Master's degree preferred.
- Proven minimum 5 years' experience in HR, with increasing levels of responsibility.
- Prior experience in a managerial role will be preferred.
- Experience with HR Information Systems (HRIS) will be an added advantage.

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and problem-solving abilities.
- Comprehensive knowledge of labour laws and regulations.
- Ability to maintain strict confidentiality.
- Demonstrated leadership skills.
- Effective conflict resolution skills.
