

Here is the JD of HR manager:

We are looking for a skilled HR Officer who will recruit, support and develop talent through developing policies and managing procedures. You will be responsible for administrative tasks and you'll contribute to making the company a better place to work.

If you are passionate about HR and highly efficient, give us a chance to meet you. We expect you to have knowledge of various HR functions. We want to see a committed and approachable individual and be impressed with your character and skills.

The goal will be to provide excellent assistance and support to employees and managers.

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 experience as HR officer, administrator or other HR position
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability

BSc/BA in business administration, social studies or relevant field; further training will be a plus
HR Credentials (e.g. PHR from the HR Certification Institute) (preferred)