

Job Title: HR Manager

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.

EDUCATION

Preferably MBA from an accredited university.

EXPERIENCE

At least 5 to 6 years in HR Management and 3 years as HR Manager.

REQUIRED SKILLS

- Excellent written and verbal skills
- Efficiency in leading a team
- Strong decision-making skills
- Proficient use of MS Office