

## **Job Description: Human Resources Manager**

**Reports To:** Chief Executive Officer

### **Position Summary:**

The primary role of the Human Resources Manager will be to develop and execute a progressive human resources strategy while ensuring that Oran Ltd.'s human resources practices conform to industry best practices. The Human Resources Manager carries out key administrative responsibilities related to the maintenance and development of accurate employee records. Coach and develop different levels of management towards more effective approaches to human resources. Facilitate the communication and cooperation between different levels of management and the workers. Manager may also carry out any other similar duties and responsibilities as may be assigned by the Chief Executive Officer or any other Company Director.

### **Responsibilities:**

1. Administration of Human Resources
  - a. Compile information on attendance & punctuality for payroll.
  - b. Update and keep current all employee files.
  - c. Track vacation and absences of all employees.
  - d. Track issuance of uniforms, safety equipment, and other relevant items.
2. Hiring
  - a. Screen prospective candidates for positions.
  - b. Draft advertisements for hiring.
  - c. Help to identify and recruit potential candidates for internal development.
  - d. Conduct post-probation approval meetings.
3. Industrial Relations
  - a. Sit on Health & Safety Boards and Productivity Boards.
  - b. Ensure that proper protocols for these meetings are followed including accurate records of minutes.
  - c. Draft correspondence to the BWU on relevant matters related to human resources.
  - d. Represent the company in matters relating to internal disputes and/or staff grievances.
  - e. To attend and draft formal responses to quarterly departmental meetings.
  - f. To draft and post internal memorandums and notices.
4. Strategic Human Resource Management
  - a. Identify opportunities for training & internal development.
  - b. Attend disciplinary meetings, department meetings, evaluation meetings.
  - c. Provide guidance & coaching to management teams.

- d. Assist in drafting correspondence to employees as a result of the above meetings and ensuring that accurate employee files are maintained.
  - e. Assist in conflict resolution.
  - f. Evaluate and identify opportunities for proactive human resource policies to improve performance.
  - g. Track and record employee performance so as to create and periodically update an organisation wide performance matrix.
  - h. Revise job descriptions and ensure that employee records fit industry best practices for human resources.
  - i. Convene committees to plan company events.
  - j. To edit and publish a bi-annual company memo.
  - k. To execute the company's action plan in response to the most recent Employee Satisfaction Survey.
  - l. To seek and receive feedback from employees on internal matters.
5. Carry out any other similar duties and responsibilities as may be assigned by the Production Manager or other Senior Manager.

**Skills/Qualifications:**

- A Bachelors' degree in Business Administration, Management, or Organisational Science.
- 5+ Years in a Human Resource related or Management position.
- Knowledge of Hiring/Recruiting
- Knowledge of Human Resources Management
- Knowledge of Benefits Administration
- Knowledge of Performance Management
- Knowledge of Communication Processes
- Knowledge of Compensation and Wage Structure
- Knowledge of Employment Law
- Knowledge of Industrial Relations Procedures
- Negotiation skills.
- Proficiency in Microsoft Office and information technology