

Assistant Manager- HR Operations

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Company: KPMG Bahrain

Location: Manama

Category: other-general

Who are we?

KPMG in Bahrain employs over 350 professionals and partners. We provide our clients with a suite of locally supported Audit, Tax and Advisory services. We recruit the best and brightest from around the world, and currently have a workforce that represents over 20 countries working across our teams. We also pride ourselves in our capabilities to attract, nurture and empower talent from our communities locally.

We do what matters!

Role purpose:

The HR Operations Assistant Manager will proactively work with the wider HR team and business to drive improved performance and retention. To develop, drive and scale People practices and procedures. Design and review company policies and People-related procedures.

The HR Operations Assistant Manager will provide line management support to Function Leadership and assist with day-to-day HR requirements and programs delivery in line with the Business strategy.

Key Responsibilities:

The HR Operations Assistant Manager is the first point of contact for HR matters and enable the Business with relevant end to end HR support.

General HR

Render HR services on a day-to-day basis to allocated BU's i.e.: Talent acquisition; Talent management and retention; Performance Development; Talent

mobility/secondments; Organisationaleffectiveness; Reward and recognition.

RaiseKPMG HR Policies and Procedures awareness withinfunction

Drive relentless focus on quality andexcellent HR service

Manage employee relationsmatters (Disciplinary, mid-year promotions process, PDP,performance issue).

Drive compliance to KPMGdeadlines

Understand internal stakeholders andtheir needs

Deliver role requirements with aclient centric approach

Create and enable anenvironment where colleagues thrive in a constantly changingbusiness environment

Promote and support theFirm's Bahrainisationstrategy

Maintain employees personal files andupdate systems

Analyse and understand BUemployee data to proactively respond to peopleneeds

Prioritise colleguewellbeing

Collaborate with the Recruitment teamby enabling the recruitment needs of the allottedfunctions

Prepare required official letters forManagement levels (Salary letter, confirmation,etc)

Coordinate with RM team on their AnnualAudit report related HR controls anddocumentation.

Data Analytics and HR Technology

Lead the development andimplementation of data analyses, and visualizations to providepeople trends and insights to the rest of the organization (offersanalysis, exit interview analysis, mid probation,interns).

Monitor and regularly upgrade thepeople analytics platform to address current and

emerging business needs.

Ensure that any data activities are in alignment with data privacy standards.

Integrate with the HR, Finance and Oracle teams in terms of analytics to cover a broad spectrum of areas.

Optimizing and implementing data processes and systems.

Produce and deliver standard (monthly, quarterly, and annual) and customized HR reports (Dashboard, Exit Interview, mid probation discussion).

Respond to HR data requests on an ad hoc basis by gathering, analyzing, and reporting relevant data from various sources.

Maintain HR data integrity by ensuring the accuracy and consistency of input data. Audit the HR data and troubleshoot irregularities. Support data governance processes.

Responsible for addressing a high volume of system-related activities in a timely fashion while maintaining a high level of quality and internal customer satisfaction.

Design and manage colleague surveys and exit interviews from data and analytics perspective.

Prepare reports of data results and present findings to leadership.

Compile the HR Compliance Matrix document as and when required.

Maintain operational excellence on the team to ensure high quality methods to gather and manage large datasets from multiple sources, transforming or cleaning data as necessary.

Contribute to system decision-making, scoping and arranging HR system projects in support of the overall HR strategy.

Compile HR data and metrics from the human resource information system and payroll outputs.

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