

HR Field Partner

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Company: Azadea Group

Location: Bahrain

Category: other-general

Implement and follow the optimal staff structure according to the stores' needs and productivity targets by coordinating the distribution of budgeted hours and headcount and ensuring their compliance with applicable local laws and regulations

Manage the recruitment process, enhance selection tools and methods, conduct interviews as well as implement inductions and on-boarding processes.

Ensure company policies and procedures are consistently implemented (employee handbook, standard operation procedures, uniform procedures, working hours, staff lockers and the staff room procedures...)

Implement employee relations programs and evaluate their effectiveness (exit interviews, employee surveys, absenteeism and turnover rates...)

Implement the disciplinary policy based on the disciplinary action matrix, ensuring the alignment with the local labor law

Ensure that workplace health, safety and security comply with local laws, regulations and company's code of conduct

Train, guide and motivate shop managers to develop their teams and manage talent ensuring that employees have the appropriate knowledge, skills, and abilities needed to meet current and future business requirements

Coach managers on conflict resolutions and handling employee issues to increase productivity and boost employee morale.

Follow up on the completion of Performance Development Plans (PDP's) and Performance Improvement Plans (PIP's) through various learning activities and manage the performance appraisal cycle

Bachelor's Degree in Business Administration or equivalent

Fluency in English Spanish is a plus

Proficiency in MS Office

Train-the-trainer (TTT) and Coaching certifications are a must

2 to 3 years of experience in HR within a retail company

Strategic Thinking: level 2

Cultural Awareness: level 2

Analytical Thinking: level 2

Planning and Organizing: level 3

Commercial Understanding: level 2

Developing and Motivating Others: level 2

Relationship Building: level 3

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