

## HR Manager

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Company: Culture Recruitment Group

Location: Manama

Category: other-general

### Overview:

The HR Manager plays a crucial role in the organization by overseeing and managing various human resources functions. This role involves developing and implementing HR policies, procedures, and programs to ensure a positive and productive work environment. The HR Manager is responsible for handling employee relations, recruitment, performance management, training and development, and compliance with employment laws and regulations.

### Key Responsibilities:

Lead the recruitment process, including sourcing candidates, conducting interviews, and making hiring decisions.

Address and resolve employee concerns, conflicts, and grievances.

Foster a positive work environment by promoting open communication and addressing employee needs.

Develop and implement performance management processes, including goal-setting, performance reviews, and feedback mechanisms.

Work with managers to identify training and development needs and create plans for employee growth.

Coordinate and facilitate employee training programs to enhance skills and knowledge.

Identify opportunities for professional development and create pathways for career advancement.

Develop and update HR policies and procedures to ensure compliance with local, state, and federal laws.

Stay informed about changes in employment laws and regulations and update policies accordingly.

Manage employee benefits programs, including health insurance, retirement plans, and other perks.

Communicate benefit information to employees and assist with any related inquiries.

### **Skills and Experience**

Proven experience as an HR Manager or in a similar HR role.

Strong knowledge of employment laws and regulations.

Excellent communication and interpersonal skills.

Ability to handle confidential information with discretion.

Strong organizational and problem-solving abilities.

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