

## Human Resource Specialist - Mohammed Noor Bukhari Restaurant

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Company: Talent Pal

Location: Manama

Category: other-general

Job Description: Human Resources Specialist

Position Overview:

The Human Resources (HR) Specialist plays a crucial role in the human resources department of an organization. They are responsible for performing various administrative tasks and providing support in key areas such as recruitment, employee relations, benefits administration, and HR compliance. The HR Specialist serves as a liaison between employees and management, ensuring that HR policies and procedures are effectively implemented and followed.

Key Responsibilities:

1. Recruitment and Onboarding:

Coordinate the recruitment process including job postings, screening resumes, conducting interviews, and making job offers.

Facilitate the onboarding process for new employees, including preparing offer letters, conducting orientation programs, and ensuring a smooth transition into the organization.

2. Employee Relations:

Act as a point of contact for employees regarding HR policies, procedures, and employment-related queries.

Assist in resolving employee concerns and conflicts by conducting investigations and providing guidance to employees and managers.

Promote a positive work environment and foster employee engagement and morale.

3. HR Administration:

Maintain accurate employee records and ensure compliance with relevant laws and regulations.

Handle employee documentation such as employment contracts performance evaluations and disciplinary actions.

Assist in the administration of employee benefits programs including enrollment changes and inquiries.

#### 4. HR Compliance:

Stay up to date with employment laws and regulations ensuring HR policies and practices align with legal requirements.

Assist in the development and implementation of HR policies procedures and initiatives to promote compliance and best practices.

Support HR audits and investigations to ensure adherence to legal and regulatory requirements.

#### 5. Training and Development:

Coordinate and deliver training sessions on HR policies procedures and compliance topics.

Assist in identifying training and development needs and recommend appropriate programs or resources.

#### Qualifications and Skills:

Bachelor's degree in Human Resources Business Administration or a related field (or equivalent experience).

Proven experience in a similar HR role with a solid understanding of HR principles and practices.

Knowledge of employment laws regulations and best practices.

Excellent interpersonal and communication skills with the ability to build relationships with employees at all levels.

Strong organizational and time management skills with the ability to prioritize and multitask effectively.

Attention to detail and a high level of accuracy in work.

Proficiency in HRIS (Human Resources Information Systems) and other HR software.

Professional certifications such as SHRMCP or PHR are desirable but not mandatory.

Please note that a transferable work permit in Bahrain is desired and the mentioned salary is all inclusive (dependent visa and other allowances are not provided)

Note: The job description provided above is a general outline and may vary depending on the organization's size industry and specific HR needs. Additional responsibilities and tasks may

be assigned to the HR Specialist based on therequirements of the company.

Job Type:Fulltime

Pay: BD400.000 BD600.000 permonth

Ability toRelocate:

Manama: Relocate beforestarting work (Required)

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