

Human Resources Manager

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Position Summary

The Human Resources Manager will lead and direct the functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits and leave, and enforcing company policies and practices.

The Human Resource Manager is responsible for:

1. Oversee, refine, and execute employee standards and procedures, using and improving HR existing and recommended systems and processes
2. Maintain and enhance employee benefits programs, including compensation, health insurance, expenses, vacation, and other personnel packages
3. Assist with recruitment efforts, and prepare employees for assignments by establishing and conducting orientation and training programs
4. Ensure legal compliance by monitoring and implementing applicable HR legal and regulatory requirements, conducting investigations, and maintaining records
5. Identify and recommend areas of improvement to internal standard operating procedures, including team restructuring and morale

Functions and Duties

Employee Relations and Working Environment

1. Bridge management and employee relations by addressing demands, grievances or other issues.
2. Support current and future business needs through the development, engagement, motivation and preservation of human capital.
3. Maintain physical and digital employee records
4. Nurture a positive working environment.
5. Manage employee work visas, including coordinating new visas and visa renewals.
6. Develops contract terms for new hires, promotions and transfers.

Talent Acquisition and Retention

7. Forecast hiring needs, particularly at peak seasons.
8. Design and post job ads to attract qualified candidates.
9. Use social networks to showcase our company culture and build a strong employer brand
10. Track key recruiting metrics like cost-per-hire and source of hire
11. Calculate and report on employee turnover rates (monthly, quarterly and annually).
12. Design retention strategies for high performing employees.
13. Onboard and train new hires.
14. Manage offboarding of exiting employees.

Performance and Reward

15. Plan attractive compensation and benefits packages to increase retention
16. Maintain pay plan and benefits program.
17. Manage and process payroll considering overtime, flexible schedules and seasonal employment
18. Oversee and manage a performance appraisal system that drives high performance.
19. Train team leaders on performance evaluation techniques

Training and Development

20. Assess training needs to apply and monitor training programs.

Other Key Requirements

21. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.

22. Report to management and provide decision support through HR metrics.
23. Provides guidance and input on business unit restructures, workforce planning and succession planning.
24. Ensure legal compliance throughout human resource management.

Job Requirements

1. Bachelor's or equivalent qualification in Human Resources
2. 3+ years as a Human Resources and recruitment Lead/Manager
3. Excellent verbal and written communication skills.
4. Excellent interpersonal skills.
5. Excellent organizational skills and attention to detail.
6. Excellent knowledge in labor law.
7. Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
8. Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
9. Excellent time management skills with a proven ability to meet deadlines.
10. Strong analytical and problem-solving skills.
11. Proficient with Microsoft Office Suite.

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