

Human Resources Manager

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Company: Tree Top Staffing LLC

Location: Manama

Category: other-general

We are looking for an ambitious HumanResource Manager (HR Manager) to serve as the leader of a humanresources team. This is a great opportunity for an individuallooking for a fast-paced work environment with many opportunitiesfor growth.

Responsibilities:

Suggest and implement advanced, bestpractices HR strategies and procedures

Manageand oversee the whole recruiting and hiringprocess

Oversee payroll submissions andpayments

Structure competitive benefitspackages, and measure their success

Promotehealthy relationships between staff and management throughmediation and handling labordisputes

Administer performance review programto ensure effectiveness, compliance, and equity withinorganization

Facilitate employee on-boardingand off-boarding

Responsible for collecting andanalyzing employee data and maintaining accurate and completeemployee records

Educate, train and superviseemployees on the common HR topics

Track and analyze relevant HR metrics

Create reports for senior management

Qualifications:

Previous experience working in HR management

In-depth knowledge of HR operations and analytics

Familiarity with labor law rules and regulations

Impeccable communication, interpersonal and leadership skills

Excellent organizational and time-management skills

BA in Human Resources or similar relevant fields

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