

**DIVISION:** Human Resources

**TITLE:** HR Manager

**EXPERIENCE:** 8-10 years

#### **JOB FOCUS**

- Lead and monitor primary functions of human relations including employee placement, development and retention; health, safety, compensation and benefits; training; and employee relations
- Direct and manage the recruitment and selection process
- Manages development and implementation of local HR policies and procedures ensuring full compliance with the local law, responsible for occupational health and safety rules
- Manages annual performance review and talent review process. Support development and implementation of individual development plans
- Taking role in all steps in the development, implementation and administration of the Compensation & Benefits related policies and procedures
- Reviews external salary/market data to ensure company pay practices are externally competitive and positioned in the marketplace.
- Implement and monitor training programs
- Support staff, supervisors, team leaders and team members by providing timely training, instruction and leadership with regards to their personal growth, job development and job performance
- Develop, implement and maintain human resources policies across the organization, including training programs to educate and promote awareness of compliance
- Proactively seeks out opportunities for improvement, recommends new approaches, policies and procedures for continual improvements in efficiency of HR services

#### **QUALIFICATIONS**

- Having a Bachelor degree or Master's degree in related areas
- 8-10 years' experience in Human Resources in financial sector
- Strong interpersonal skills, able to work in multi-cultural environment
- A self-motivated team player with strong coordination skills
- Detail orientated, comfortable with multi task responsibilities
- Experiences in payroll is a plus.