



<https://unimanphil.com/job/866/>

Human Resources Manager

Description

We are looking for an HR Manager to oversee all aspects of human resources practices and processes which involve managing activities such as job design, recruitment, employee relations, performance management, training & development, talent and management. Human resources manager is responsible for ensuring that the overall administration, coordination, and evaluation of human resources plans and programs are realized.

Responsibilities

Oversee recruiting, hiring and retention of skilled and qualified employees.
Employee and labor relations.
Training and development.
Compensation and benefit administration including the handling of time keeping and attendance.
Implementation of company policy and discipline program and organization development.
Maintaining department records and reports.

Qualifications

Human resources manager possess excellent decision-making, strategic thinking, leadership, interpersonal, ethical conduct skills and must be well-educated in their field of expertise. Bridge management and employee relations by addressing demands, grievances or other issues. Manage the recruitment and selection process. Risk Management

Graduate of BS Psychology, BS Human Resource Management or related field.
5 yrs experience as HR Manager.
Has good interpersonal skills, and above average written and communication skills.
Ability to multi task and has leadership ability.
Highly organized and can work under pressure.
Knowledge of HR systems and databases.
Competence to build and effectively manage interpersonal relationships at all levels of the company.

Hiring organization

UNI Manpower Resources and General Services Inc.

Date posted

August 8, 2019