

Human Resources Administrative Manager

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Company: DGL

Location: Osolo Way

Category: other-general

As the Human Resource / Administration Manager, you will play a pivotal role in fostering a positive work culture and ensuring the smooth operation of our human resources / admin functions. You will collaborate closely with department heads and senior management to develop and implement HR strategies that align with our organizational goals. Your responsibilities will include recruitment, employee relations, performance management, training and development, compliance with employment laws and regulations and general company's requirements.

Responsibilities

Develop, review, and improve policies, systems, and procedures, and generally ensuring the office operate smoothly and efficiently.

Review and maintain HR policies, processes and procedures, enforcing compliance with policy and ensuring the update and initiation of new policies, processes and procedures in line with best practices and in support of the Organizational strategy and direction.

Plan and implement the end-to-end employee recruitment and selection process in line with the laid down company policies and procedures.

Implement performance management systems to drive employee engagement and development.

Coordinate training and development programs to enhance employee skills and competencies

Review, track, and document compliance with mandatory training as it relates with the

organization.

Review and update Organizational charts for the company as at when due

Manage staff disciplinary and grievance issues in line with policy and advise management accordingly.

Participate in leading and managing organizational change initiatives, with a focus on the people side of change management.

Responsible for preparing and maintaining HR/Admin Annual Budget

Providing guidance and direction to management team and employees on Human resource relation issues such as employment standards and legislation such as workers compensation, labor standards and Fair Practice Act, while ensuring compliance of the company with all government employment policies and laws.

Ensuring efficient provision of office services, upkeep of office and equipment and supply of office supplies, as well as the general day-to-day office administration.

Assist in developing and enforcing budgets, delegating tasks and tracking progress on projects, and planning and organizing a calendar of events, which may include training sessions, interviews, new hire orientations, and policy or procedure updates.

Ensuring to attract and retain top talent and streamlining office operations to maximize quality and efficiency while reducing costs.

Oversee the recruitment and onboarding process, ensuring a seamless experience for candidates and new hires.

Job Requirements

Minimum of 4-5 years in a Similar role

Strong communication, time and resource management, and planning skills.

Strategic thinker with strong problem-solving skills.

Must be knowledgeable about applicable local employee and labor laws.

Highly organized with a proactive attitude.

Proven track record of developing and implementing HR strategies that drive organizational success is an additional bonus.

Excellent planning, analytical, and decision-making skills

Tactful and discrete when dealing with people and confidential information.

Ability to thrive in a fast-paced and dynamic environment.

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