

HR Manager
Job Requirements

- Bachelor or master's degree in human resource management from a reputed University.
- Should have a minimum of 10 - 15 years of experience with reputed companies in UAE.
- Should be people oriented and results driven.
- Demonstrable experience with human resources metrics.
- Knowledge of HR systems and databases.
- Ability to architect strategy along with leadership skills. Excellent active listening, negotiation and presentation skills.
- Competence to build and effectively manage interpersonal relationships at all levels of the company. In-depth knowledge of labor law and HR best practices.
 - Plan, direct and coordinate HR activities to maximize the strategic use of human resources and organizational development.
 - Manage HR budget strategically across every section (Payroll, Administration, Employee Relations, OD, Training, Corporate CSR, Recruitment, Performance Appraisal etc..) under the HR department.
 - Develop training plans and analyze progress of trainees.
 - Plan career development and succession plans.
 - Plan, organize and direct a variety of complex administrative, technical and professional work of the human resources functions of the Company, developing policies for work environment enhancement, organizational effectiveness and employee satisfaction, including recruitment, employee development and training, skills/competency, performance management, HR policy administration/compliance, and labor/employee relations.
 - Serve as a member of management on task forces participating in the HR related strategic planning efforts, and addressing company-wide policy and HR issues.
 - Direct and supervise all the activities of human resource department to achieve goals and direct changes as needed.
 - Develop and implement short and long-range HR plans.
 - Gather, interpret, and prepare data for studies, reports, recommendations and manage company payroll administration.
 - Coordinate HR Department activities with other departments and agencies as needed.
 - Provide professional advice to department heads and Company employees
 - Develop HR plans, policies and procedures and communicate to staff.
 - Prepare Manpower Budget

- Present departmental and Company-wide human resources issues and recommendations requiring policy direction to company management.
- Inject Company values into HR activities to effectively contribute in building and maintaining an energetic, productive and attractive work-environment.
- In partnership with department managers, determine workforce needs, guide leaders through recruiting processes and compliance.
- Manage the company performance management process. Implement performance management and ensure that all employees are informed and trained in the application of performance management model and system.
- Monitoring and evaluating reporting results.
- Help to facilitate the change management process through communication by assisting employees in understanding and supporting the organizational changes.
- Facilitate discussions of employee and Company interests in meetings, committees, task forces and others on issues related to human resources policies and practices.