

Job Title: Human Resources Manager

Reports to: Chief Executive Officer (CEO)

Is reported to by: All employees on Human Resources matters

Summary of Position

The Human Resources (HR) Manager is a senior-level role responsible for overseeing the HR function within the organization, ensuring alignment with corporate objectives, and fostering a culture that supports both organizational goals and employee engagement. This role is a strategic partner to the CEO and the senior leadership team, contributing to the overall growth and success of the business.

The Human Resources Manager is accountable for implementing HR policies, processes, and systems, and providing practical and proactive solutions to HR challenges. This position requires a strong business mindset, exceptional communication skills, and the ability to balance organizational needs with employee engagement.

Key Responsibilities:

Strategic Leadership:

- Act as a trusted advisor to the CEO and senior leadership team on HR-related matters.
- Ensure that the HR strategies established, implemented, and maintained align with the organization's long-term goals and objectives.
- Chair the HR Committee and provide guidance to the Social Committee.

HR Operations Management

- Oversee the day-to-day operations of the HR function, including policy development, employee relations, and compliance.
- Ensure the implementation and effective management of a HRIS system.
- Serve as a backup for payroll processing to ensure business continuity.

Talent Acquisition and Management

- Manage recruitment processes, including onboarding and coordination with external agencies.
- Develop, execute and maintain strategies for talent acquisition, retention, and professional development.

Employee Engagement and Culture

- Collaborate with the management team to execute the corporate culture.
- Foster a workplace environment that supports collaboration, engagement, and productivity.
- Provide thoughtful and practical solutions to address employee concerns and organizational challenges.

Policy and Compliance

- Ensure HR policies and practices comply with applicable laws and regulations.
- Maintain accurate and up-to-date employee records and documentation.

Pre-requisites

Qualifications required:

- Bachelor's degree in Business Administration, Human Resource Management or a related field, or an equivalent combination of education and related experience.
- Certified Professional in Human Resources (CPHR) designation preferred.

Experience required:

- Minimum of 15 years of progressive HR experience with experience creating and communicating HR strategies that inspire and align with business objectives. Experience in a manufacturing or related industry is beneficial.
- Demonstrated experience in HRIS implementation and management.

Skills and Competencies

- Strong business acumen and strategic thinking abilities.
- Excellent communication and interpersonal skills, with the ability to listen and respond thoughtfully.
- Collaborative mindset and ability to work effectively with cross-functional teams.
- Practical problem-solving skills with a focus on delivering actionable solutions.