

JOB TITLE: HUMAN RESOURCES MANAGER

POSITION OVERVIEW:

The Manager, Human Resources is responsible for supporting the business strategy and executing on key initiatives along with providing HR support to the management team. The Manager HR works in partnership

with business leaders to develop HR strategies and implement HR practices, providing consultative HR support to assist in achieving business objectives. We are working towards being the most customer-centric company. To get there, we need exceptionally talented, bright, and driven people. We are looking for a dynamic, organised self-starter to join our Human Resources department as HR Manager.

The HR Manager is both a strategic and hands-on role that provides full cycle Human Resources support. The role is critical in executing our people initiatives, providing great internal customer support, and driving HR functional excellence and process improvement.

SUCCESSFUL CANDIDATES MUST DEMONSTRATE:

- The ability to understand business goals and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company
- Develop training programs tailored to the needs of the various aspects of the business
- Ensure accurate HR records are maintained
- Plan, organise and take ownership of the full HR Cycle
- Review, maintain and practice on-boarding policies and procedures including exit interviews
- Review and establish HR policies and procedures that foster fair disciplinary recourse in compliance with executive management directives and consistent with Labour Department Regulations
- A true hands-on approach as well as the ability to successfully monitor the "pulse" of the employees to ensure a high level of employee engagement
- Experience with rapid and complex changing work environment
- Coaching and mentoring at all levels
- Success in creating and driving effective development, employee relations and retention.
- Being an enthusiastic team player with a strong drive to create a positive work environment
- For us, key strengths are recognized as - :flexibility, fantastic communication skills and huge amounts of drive
- The ability to be comfortable with high volume workload and not be afraid to "roll up your sleeves"
- A strong solutions focus and be comfortable working in an environment which demands strong deliverables along with the ability to identify problems and drive appropriate solutions
- Stellar internal and external customer service focus
- Self-motivated team player with high energy and ability to work independently
- The ability to manage multiple priorities simultaneously - orientated on results
- Bias for action, strong work ethic, and desire to achieve excellence
- Must be able to interface at all levels of the organization
- Passion for innovative HR solutions and process improvement
- Excellent organizational and interpersonal skills

QUALIFICATIONS AND EXPERIENCE:

- Master's Degree or MBA in HRM preferred
- Not less than three years in a similar capacity
- Resume that shows steady progression in HR Management for the last 7+ years including major HRM achievements

APTITUDES:

- Strong communication skills, both verbal and written, and ability to work and interact with all levels of personnel in the company
- Ability to combine strategic vision with hands-on, pragmatic delivery
- Results/ task orientated, with attention to detail and accuracy
- Excellent time management and organisational skills
- Commitment to continuous improvement, self-motivated and ambitious
- Must demonstrate a strong focus on customer service (both internal and external).
- Track record of achieving results

CHARACTER:

- High level of integrity, honesty and transparency with all personnel
- Calm manner, able to work under pressure and with changing demands and priorities
- Credible and have the necessary gravitas to advise on all HR matters

Kindly submit applications or resumes to Hr@doitcenterprovo.com

Application Deadline : Friday, February 17th, 2023.

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Tel.#: 946-4131 | Fax#: 941-3513