

JOB PROFILE

Human Resources Manager OPPORTUNITY

1. OVERVIEW

Our Client, a service industry organisation, is seeking to hire an experienced Human Resources (HR) Manager. The role of HR Manager is essential to fostering a positive work environment. One that values meaningful employee engagement, while promoting a culture of excellence in a harmonious and productive work environment.

The ideal candidate will be a proven HR professional with leadership experience and experience working in unionised settings. They will be well-rounded in all aspects of human resources management.

The role of HR Manager reports to a Director of Human Resources.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

Labour and Employee Relations:

- Provide guidance and support to managers and employees on HR-related matters.
- Handle employee grievances, disputes, and disciplinary actions in accordance with company policies, Labour Laws, Industrial Agreements and legal regulations.
- Promote a positive work environment that encourages open communication and fosters employee morale.

Compensation and Benefits:

- Oversee the administration of compensation and benefits programs.
- Ensure compliance with relevant labour laws and regulations regarding wages and benefits.
- Conduct salary reviews and benchmarking to ensure competitive compensation packages.

HR Policies and Compliance:

- Assist with and execute the development and update of HR policies, procedures, and employee handbooks.
- Stay up-to-date with employment and industrial relations laws and regulations to ensure legal compliance.

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- Manage employee record-keeping and ensure data security and confidentiality.

Employee Engagement and Retention:

- Implement initiatives to improve employee engagement, satisfaction, and retention.
- Conduct employee surveys and gather feedback to identify areas for improvement.

HR Strategy and Planning:

- Develop and implement HR strategies aligned with the company's overall business goals.
- Collaborate with senior management to establish workforce plans.
- Analyse HR metrics to measure the effectiveness of HR initiatives and make data-driven decisions.

3. OTHER ESSENTIAL DUTIES AND RESPONSIBILITIES

- Talent Acquisition and Recruitment
- Performance Management
- Training and Development
- HR Administration

4. KEY COMPETENCIES

The ideal candidate will have the following key competencies:

Communication Skills

The HR Manager role requires strong verbal and written communication skills to effectively convey information to, and interact with, a wide range of people and business partners. The ideal candidate will be able to express their thoughts clearly and tactfully and engage in effective dialogue that fosters understanding.

Interpersonal Skills

HR Managers deal with a wide range of issues. The ideal candidate will be capable of using their experience and critical judgement to manage situations effectively. They will have high levels of emotional intelligence and be active listeners who not only hear the message, but who also understand underlying concerns and conflicts. The ability to mediate conflict and to promote team building and collaboration is essential to this role.

Strategic Thinking

Strategic thinking constitutes an essential part of this role. HR Managers are relied upon to ensure that HR policies, strategies and practices align with the organisation's goals. The ideal candidate will be a problem solver and critical thinker, who understands change management and is a capable decision-maker.

Organisational Skills

HR Managers are responsible for a wide range of tasks. Prioritising these tasks and developing effective systematic ways to complete them, while keeping the wider business needs and objectives at the forefront is essential. The ideal candidate will have a high level of organisation and time management skills.



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5. REQUIRED QUALIFICATIONS AND EXPERIENCE

- Proven experience as an HR Manager or similar HR leadership role.
- Bachelor's degree in human resources, business administration, or a related field would be an asset.
- In-depth knowledge of HR principles, best practices, and employment laws.
- Labour Relations and negotiations experience
- Demonstrated ability to build and maintain positive working relationships at all levels of the organization.
- Proven ability to handle confidential information with discretion and integrity.

6. HOW TO APPLY?

Interested persons must provide each of the following:

1. A cover note highlighting your suitability for the role.
2. A résumé.
3. Three written professional reference letters.

Applications should be sent via email to the following address,

hrmanager@viviangroupbahamas.com

by no later than Monday December 2, 2024.

ONLY COMPLETED APPLICATIONS – cover note, résumé, 3 professional reference letters – WILL BE CONSIDERED FOR THIS OPPORTUNITY.