	<b>HR Manager</b>  <b>Job Description</b>		<b>Document Number:</b>  JD-SS-05.01
	<b>Department:</b> Quality Assurance	<b>Effective Date:</b> October 19, 2015	<b>Revision No</b> 0

## I Reason for Existence

Human Resource (HR) Manager is responsible in developing HR policies and directs and coordinates human resources activities such as employment, compensation, labor relations, benefits, training, and employee services.

## II Immediate Leader

Reports to the Senior Vice President/Chief Finance Officer/Chief Resource Officer.

## III Duties and Responsibilities

1. Maintains the work structure by updating job requirements and job descriptions for all positions.
2. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
3. Prepares employees for assignments by establishing and conducting orientation and training programs.
4. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
5. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; hearing and resolving employee grievances; counseling employees and supervisor.

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6. Maintains employee benefits programs and informs employee of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; designing and conducting educational programs on benefit programs.
7. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
8. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
9. Maintains professional and technical knowledge by attending educational workshops; personal networks; participating in professional societies.
10. Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
11. Maintains human resource staff by recruiting, selecting, orienting, and training employees.
12. Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
13. Contributes to team effort by accomplishing related results as needed.
14. Handles other functions that may be assigned by the management from time to time.

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#### IV Minimum Qualifications

1. Graduate of any business course with considerable experience in HR administration
2. Good communications skills
3. Strong interpersonal skills
4. Business awareness and commercial focus
5. Leadership and management skills
6. Ability to analyze interpret and explain legal framework regulating employment
7. Influencing and negotiating skills

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