	<h1>HR Supervisor</h1> <h2>Job Description</h2>		Document Number: JD-SS-05.05
	Department: Human Resource	Effective Date: July 23, 2018	Revision No 0

I Reason for Existence

The HR Supervisor guides and manages human resources services, policies, and programs. He/she is responsible in accomplishing the department objectives by supervising staff, organizing and monitoring work process.


II Duties and Responsibilities

1. Coordinates all stages of the hiring process, including posting job openings, reviewing and screening applications, conducting interviews, and on boarding new employees
2. Supervise the hr assistant and hr coordinators by monitoring their daily activities to adhere to the company's policies and procedures to ensure delivery of our service to our internal customers.
3. Develops human resources solutions by collecting, consolidating and analyzing feedbacks/information received from internal customers and recommend action plans for implementation.
4. Do regular coaching & mentoring program to direct reports by doing a scheduled one-on-one session using coaching log sheet or journal to ensure that they are highly motivated, engaged and enthusiastic in delivering service to our customers.
5. Organize activities and events by maintaining and creating benefits programs in line with the needs and wants of the employees to ensure that they are are engaged and well-motivated.

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6. Train & orient new hires by conducting company orientation and job induction to equip them with the necessary knowledge and skills prior to actual customer interaction.
7. Address employee conflicts and complete investigations as required by working with management to administer employee discipline or corrective action when needed.
8. Designs and implement training and development programs for employees. He/She assess employee engagement and retention, and actively work to identify, analyze, and improve any problematic areas.
9. Conduct Performance Management by evaluating and discussing Key Performance Indicators (KPI) results to direct reports come up with action plans to improve team performance.
10. Monitor & control department supplies and ensure that stock level is sufficient and submit requisition to Material Management Department (MMD) on time for replenishment.
11. Complies with government and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
12. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
13. Helps management teams prepare of audits by ensuring that required documents are properly filed and work area is clean and presentable.
14. Any other responsibility that is deemed required by the management.

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III Minimum Qualifications

1. Graduate of Bachelor's degree or equivalent in Human Resources
2. With at least 2years experience as HR Specialist, HR Assistant of HR Coordinator
3. Proficient in both oral and written communication
4. Computer literate, knowledgeable in MS Office tools
5. Strong interpersonal skills both oral and written
6. Proficient in problem solving and multi-tasking
7. Considerable knowledge of principles and practices of personnel administration
8. Self motivated and works with limited supervision

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