

A Reputed Multinational Company is now offering position of HR Manager

Key Responsibilities

- Recruitment :
 - source and recruit talents
 - develop employer branding
- Talent development and learning
 - Manage the people review process
 - Create a policy for Learning & Development that is in line with the global policy and meets the needs of the business
- HR policies, processes & budget :
 - Define local HR policies in consistency with corporate & regional guidelines
 - Ensure the management, maintenance and development of the personnel and payroll administration guidelines, excellent procedures and systems in order to provide management with required control and steering information as well as to ensure the timely and correct payment of salaries.
 - Manage the annual HR budget process and ensure that actuals are within the agreed budget.
 - Provide with requested legal reports (accurate and in time)
- HR projects :Take on annual or one-off projects such as the People Survey, WISE
- Define and implement compensations and benefits strategy for the cy
- Recommend and develop internal communications tools

Requirements

5 to 7 years working experience either in HR or in a management position , in internationally or nationally recognized companies

If you are interested please send us your CVs in the following e-mail address intern@peoplescape.net mentioning the Job Title (HR Manager) in the subject line.

Deadline: 15.03.2011