

COMPETENT HUMAN RESOURCES PERSONNEL WANTED

JOB TITLE: HUMAN RESOURCES PERSONNEL REPORTS TO: MANAGER/SENIOR MANAGER

Responsible for all human resource activities for the company, provide advice, assistance and follow-up on company policies, procedures, documentation. Coordinate the resolution of specific policy-related and procedural problems and inquiries.

PRIMARY RESPONSIBILITIES:

Responsible for all human resource activities to include employment, compensation, labor relations, benefits, and training and development

- ❖ Interview job applicant, review applications/resume: evaluate applicants' skills and make recommendations regarding applicants' qualifications
- ❖ Develop and maintain relationship with employment agencies, Universities and other recruitment sources
- ❖ Prepare and maintain company salary structure, job documentation, and job evaluation system. Complete salary survey questionnaires
- ❖ Prepare, process and distribute payroll
- ❖ Design and conduct new employee orientations
- ❖ Administer and explain benefits to employees, serve as liaison between employees and insurance
- ❖ Work with union representative to resolve labor relation issues
- ❖ Recommend, develop and schedule training and development courses
- ❖ Provide advice, Assistance and follow-up on company policies, procedures and documentation
- ❖ Coordinate the resolution of specific policy-related and procedural problems and inquiries

- ❖ Recommend, develop and maintain human resource databases, computer software systems and manual filing systems.
- ❖ Develop and recommend operating policy and procedural improvements
- ❖ Other duties assigned

ADDITIONAL RESPONSIBILITIES:

- ❖ Perform specific research/investigation into operational issues, as requested
- ❖ Provide on-the-job training to new and existing employees

KNOWLEDGE AND SKILL REQUIREMENT:

- ❖ Basic reading, writing and arithmetic skills required. This is normally acquired through a diploma or equivalent
- ❖ Knowledge of multiple human resource disciplines. Knowledge of federal and state employment and benefit laws. Strong interpersonal and communication skills. Ability to analyze data and provide recommendations. This is normally acquired through a combination of the completion of a Bachelor's Degree and three to five years of human resource experience.

WORKING CONDITIONS:

Working conditions are normal for an office environment

HOW TO APPLY

Interested candidates should please forward their CVs and application letter to careers@paylineresources.com not later than 2 weeks, only shortlisted candidates will be contacted.

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