

HR MANAGER / HR GENERALIST HIRING

Job Description

[Company Name]

Job Title: HR Manager / HR Generalist

Location: [Location/Remote Options]

Reports to: [Direct Supervisor, e.g., Director of HR or COO]

Employment Type: [Full-Time/Part-Time, Permanent/Contract]

Salary Range: [Insert Salary Range]

Company Overview

[Company Name] is [a brief description of the company, e.g., "an innovative tech firm focused on transforming the way businesses operate through scalable, customer-centered solutions." Mention any unique values, industry, or key goals.] We believe that our people are at the heart of our success, and we're looking for an HR Manager / HR Generalist who can drive our mission forward.

Position Overview

The HR Manager / HR Generalist will play a pivotal role in shaping and executing our HR strategies to support [Company Name]'s growth and foster an inclusive, productive workplace. This role is responsible for managing day-to-day HR operations, supporting team leaders, and driving initiatives that promote employee engagement, compliance, and talent development.

Key Responsibilities

- **Employee Relations:** Manage and resolve complex employee relations issues, promoting a positive, inclusive workplace culture.
- **Talent Acquisition and Retention:** Support recruitment efforts by partnering with hiring managers, developing sourcing strategies, and ensuring a seamless onboarding process.
- **Performance Management:** Facilitate regular performance review processes, coach managers on best practices, and support continuous development plans for staff.
- **HR Policy Implementation:** Develop, update, and communicate HR policies to ensure compliance with legal regulations and alignment with company culture.

- **Training & Development:** Identify training needs, coordinate programs, and provide resources to foster professional growth.
 - **Compliance:** Ensure all HR activities comply with applicable laws and regulations, handling documentation, reporting, and audits as needed.
 - **Compensation & Benefits:** Assist in the administration of payroll, benefits, and rewards, offering insights to improve our total rewards strategy.
 - **HR Systems Management:** Maintain and update HRIS systems, ensuring data accuracy and optimising workflows.
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Qualifications

- **Education:** Bachelor's degree in Human Resources, Business Administration, or related field. [Specify any certifications if required, e.g., CIPD or SHRM]
 - **Experience:** [X] years of HR experience, preferably in a [specific industry, e.g., "tech-focused environment" or "mid-sized company"]
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Skills and Competencies:

- Strong knowledge of employment laws and best HR practices
 - Exceptional interpersonal and communication skills
 - Demonstrated ability to manage multiple priorities and adapt in a fast-paced environment
 - Proficiency in HRIS and Microsoft Office Suite
 - Problem-solving skills with a proactive approach to continuous improvement
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What We Offer

- Competitive salary and benefits package
- Opportunities for career advancement and professional development
- A supportive and flexible work environment
- [Other unique perks or company highlights, e.g., "remote work options" or "employee wellness programs"]