



The Complete Lighting Solutions

Human Resources Manager

We're

Hiring

Requirements

- ✓ 6 years' experience preferably in the hospitality and retail industry. CHRP and/or Higher Diploma in HR
- ✓ Prior experience in overseeing 400 employees
- ✓ Prior experience in developing human resource systems
- ✓ Experience managing a group of companies is an added advantage
- ✓ Visit www.powermaxea.com/media/ for more details

SEND YOUR CV

career@powermaxea.com

By Friday, 26th May 2023



Follow us @Powermaxea

Responsibilities



1. Planning, organizing, and controlling the activities and actions of the HR department; preparing and managing the HR Calendar.
2. Developing, revising, and recommending personnel policies and procedures
3. Recruitment - Identifying vacancies in the organization, Staffing, recruiting, selecting, interviewing, hiring and promoting staff.
4. Inducting new employees - Provide current and prospective employees with information about policies, job duties, working conditions, and opportunities for promotion.
5. Performance management.
6. Provide guidance and direction to compensation, develop strategic compensation plans, and align performance management systems with compensation structures.
7. Training and Development of employees - Conducting staff audits and analyzing training needs for employee development.
8. Conducting market salary surveys.
9. Administering staff disciplinary processes and procedures. Ensure fair judgment decisions for all employees/equity when drafting warnings, dismissals, transfers, and terminations.
10. Employee Relations- Ensure conflict/dispute resolution amongst staff while enhancing a harmonious working environment. Ensuring the rules and regulations are followed by everyone.
11. Ensures the business operates in compliance with all labor laws i.e. leave day's entitlement, salary payment, probation, and disciplinary procedures among others
12. Preparing and attending Labour Audit meetings
13. Representing the company in court cases in relation to labour issues and unions.
14. Team management – Manage the human resource team and liaise with branch managers and hotel managers.
15. Employee separation - Oversee exit interviews

CV's to be submitted to career@powermaxea.com with the subject Human Resources Manager. Only shortlisted candidates shall be contacted.

Key Requirements



1. 6 years' experience preferably in the hospitality and retail industry
2. CHRP and/or Higher Diploma in HR
3. Masters is an added advantage
4. Prior experience in overseeing 400 employees
5. Prior experience in developing human resource systems
6. Experience managing a group of companies is an added advantage

Personal Attributes

1. Team player and competent to work independently.
2. Ability to adapt to changes and to be responsive in any/all situations.
3. Multi-tasking ability and good judgment with the ability to work under pressure.
4. Willing to support multiple branches within Nairobi and Kiambu county.

Deadline: Friday, 26th May 2023

CV's to be submitted to career@powermaxea.com with the subject Human Resources Manager. Only shortlisted candidates shall be contacted.