

Title: HR Generalist

Reports to: HR Manager

Responsibilities
<ul style="list-style-type: none"> Administers various human resource plans, policies and procedures for all local personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manuals.
<ul style="list-style-type: none"> Administers the compensation program; monitors the performance evaluation program and revises as necessary.
<ul style="list-style-type: none"> Performs benefits administration to include claims resolution, approving invoices for payment and communicating benefit information to employees.
<ul style="list-style-type: none"> Handles employee relations counseling, including exit interviewing.
<ul style="list-style-type: none"> Coordinate with the front desk to maintain company organization charts and the employee directory.
<ul style="list-style-type: none"> Recommends new approaches, policies and procedures to effect continual improvements in efficiency of the department and services performed.
<ul style="list-style-type: none"> Maintains human resource information system records and compiles reports from the database.
<ul style="list-style-type: none"> Understands and communicates with management the financial impact of all benefits.
<ul style="list-style-type: none"> Negotiates Contracts/Agreements with third party providers to ensure effective benefit provision.
<ul style="list-style-type: none"> Manages benefit provider relationships including establishing regular meetings/reporting, problem resolution strategies and ensuring the Service level Agreements are met. and that the organization receives the most comprehensive coverage that is cost effective.
<ul style="list-style-type: none"> Develops communication materials related to benefits coverage, limits and eligibility for employees and personnel organization.
<ul style="list-style-type: none"> Helps employees better understand their benefits and assists the personnel community in explaining the plans.
<ul style="list-style-type: none"> Conducts relevant market salary surveys and structured job evaluations to maintain competitiveness.
<ul style="list-style-type: none"> Reviews all salary survey data and validates salary ranges and structures prior to official implementation.
<ul style="list-style-type: none"> Conducts cost analysis for compensation management action plans.
<ul style="list-style-type: none"> Conducts recruitment effort for all local personnel, and temporary employees; conducts new-employee orientations; monitors career path program, writes and places advertisements.
<ul style="list-style-type: none"> Prepare employment offer letters and contracts.

<ul style="list-style-type: none"> Collect relevant employment documents from candidates and ensure that personnel files are well kept.
<ul style="list-style-type: none"> Ensure compliance with labor law in terms of social security and income tax, as well as hiring documents.
<ul style="list-style-type: none"> Ensure that annual contracts are issued on time with no legal exposure.
<ul style="list-style-type: none"> Ensure that all payroll effectiveness is captured and reported in a timely manner.
<ul style="list-style-type: none"> Validate the payroll file for locals on monthly basis
<ul style="list-style-type: none"> Validate the financial monthly report against the budget for local staff expenses.
<ul style="list-style-type: none"> Performs other related duties as required and assigned.
Skills
<ul style="list-style-type: none"> Excellent command of the English language, both spoken and written.
<ul style="list-style-type: none"> Excellent user of MS office (word and Excel)
<ul style="list-style-type: none"> A positive attitude, and strong interpersonal skills
<ul style="list-style-type: none"> Strong organizational and time management abilities
<ul style="list-style-type: none"> A committed team player with the ability to take initiative.