

## Human Resources Manager

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$28.00 to \$34.00 hourly  
**Employment status:** Contract / Temporary

### Description

We are seeking a skilled and experienced Human Resources Manager to join our team. The ideal candidate will be responsible for overseeing all aspects of HR practices and processes. The HR Manager will support business needs and ensure the proper implementation of company strategies and objectives.

#### Responsibilities:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances, or other issues
- Manage the recruitment and selection process, including sourcing, interviewing, and hiring candidates
- Develop and monitor overall HR policies and procedures across all departments
- Nurture a positive working environment by promoting corporate culture, values, and morale
- Oversee and manage a performance appraisal system that drives high performance
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

### Requirements

- Proven working experience as HR Manager or other HR Executive
- People-oriented and results-driven
- Demonstrable experience with human resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation, and presentation skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and HR best practices
- BS/MS degree in Human Resources or related field

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