

Human Resource Manager at Corporate Staffing

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

Key Responsibilities

Provide an employee-oriented high-performance culture emphasizing on quality, productivity, and goal attainment.

Provide guidance and input on department structure, workforce planning, and organization for a rapidly growing team.

Liaises with finance departments for manpower-related costs to plan strategically to meet current and future manpower needs.

Develops the framework and oversees the manpower planning

Develop a high-performing culture, by embedding values and behaviors, whilst maintaining high engagement across the business.

Identify business needs and deliver relevant and effective HR initiatives as required

Support current and future business needs through the development, engagement,

motivation, and preservation of human capital.

Develops HR programs, and processes in the different areas related to Human resources (including learning & development, performance evaluation, compensation and benefits management, and employee health and well-being).

Ensure legal compliance throughout human resource management

Proactive development of succession planning and training & development.

Participating in administrative staff meetings.

Administration of employee-related paperwork, such as employment contracts, new starter packs, disciplinary hearings, or formal notices of termination.

Ensure HR staff addresses employees' requests and grievances in a timely manner

Maintain HR procedures that comply with labor regulations

Requirements and Skills

Degree in Human Resource Management or related field.

Minimum of 10 years relevant experience in HR.

Possesses hotel chain experience and has handled staff.

Experience in a Multinational environment will be an added advantage.

Professional qualifications in CHRP, IHRM or related fields.

Hands-on experience with Human Resources Management Software (including payroll systems)

Solid understanding of labor legislation

Excellent communication abilities

Leadership skills

Ability to foster healthy employee relations

BSc degree in Human Resources Management or Organizational Psychology

MSc degree in HR or relevant certification is a plus

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