



## JOB DESCRIPTION

# HUMAN RESOURCES MANAGER

MTC Consultancy is searching for an adaptable, team player, with a high level of information technology management and communication skills (writing, listening and oral), to join our office on a contract, as an independent consultant, working remotely, and part-time in **Human Resource Manager role** focusing on planning, directing, and coordinating human resource management activities and contributing to the development of HR department goals, objectives, and systems.

### **Brief description**

The position of human resources manager consists of creating and managing human resources policies and procedures related to employees of the company as well as planning, directing, and coordinating human resource management activities of the firm to maximize the strategic use of human resources. As human resource manager, you are in charge of employee performance management and overseeing companywide staff members including the HR recruitment business unit. You will also maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

### **Position**

Human Resources Manager

### **Tasks**

- Directing all hiring processes, including creating and distributing job advertisements.
- Advise managers on organizational policy matters such as equal employment opportunity and DEI and recommend needed changes.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Maintaining organisational charts and corporate directories.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Advising on new guidelines, techniques, and policies

- Identify staff vacancies and recruit, interview and select applicants.
- Conducting orientations for new hires and counselling for employee relations.
- Keeping departmental reports and records up to date
- Attending meetings of the administrative staff
- Administer compensation, benefits and performance management systems, and safety and recreation programs offered by the firm.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Represent the organization at personnel-related hearings and investigations.
- Serve as a link between management and employees by handling questions, interpreting, and administering contracts and helping resolve work-related problems.
- Overseeing exit interviews.

### **Qualifications and requirements**

- Bachelor's degree in human resources or a related field.
- Ability to give full attention to what other people are saying, to motivate, develop, and direct people as they work, and identify the best people for the job.
- Ability to be aware of others' reactions and understanding why they react as they do, to use logic and reason to identify the strengths and weaknesses of alternative solutions and to bring others together and trying to reconcile differences.

### **Competencies (in order of importance)**

- Integrity – Job requires being honest and ethical.
- Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- Leadership – Job requires a willingness to lead, take charge, and offer opinions and direction.
- Dependability – Job requires being reliable, responsible, and dependable in fulfilling obligations.
- Initiative – Job requires a willingness to take on responsibilities and challenges.

### **Lines of communication**

- This is a senior-level role position in our management consulting firm.
- This position, within the hierarchy of the organization, works closely with the Principal Consultant.
- This position reports directly to the Managing Partner and the Human Resources Partner.

**Working conditions**

Remote work – Contract

Please Note: This role requires in-person team meetings.

**Remuneration/Job Rate**

To be discussed at the interview.

**Start Date:**

Job starts between May2023–Jun2023 (TBC)