

Human Resources Executive – Group

Profile description

Being a Group, which is in full swing of its development, The Human Resources Team at the level of the group is looking for an HR Executive who will be based at the Group's Head Office.

The candidate will deal with the Head Office human Resources operations, Agribusiness, Real Estate and related entities of the Group.

The HR Executive will assist the Group Human Resources Manager on both operational and strategic side; from people management to benefits management, performance management and welfare of employees. The candidate will also have to implement and ensure compliance of policies, procedures and legislations in force.

Qualification & Education

- A Bachelor's Degree in Human Resources Management or equivalent

Skills

- Good administration skills
- Good communication skills both verbal and written
- Strong decision-making skills
- Good knowledge of Microsoft Office not limited to Microsoft Word, Excel and PowerPoint

Experience

- At least 3 Years of hands on working experience at the same level in the hospitality industry.
- Strong knowledge of Local Legislations which include but not limited to Labour Law, Income Tax Returns & Compliance
- Knowledge of Vipertex HR and Payroll module.

Expectations to this position

- Flexibility
- Ability to work in a corporate environment
- Ability to work under pressure
- Result-oriented
- Ability to meet tight deadlines