



Phwint Phyo Thit



Job Title

HR Manager

Reports To

The **HR Manager** will report to **General Manager**

Responsibilities and Duties

- Assists in the routine function of Personnel Administration as well as employee welfare & benefit and all employee activities.
- Participates in the development and implementation of Human Resource policies for the establishment.
- Assists Department Heads and make recommendations regarding Human Resource issues including staffing levels.
- Collates employee turnover and sick leave statistics.
- Monitors the Human Resources Department compliance with Federal and State Employment Legislation, Equal Employment Opportunity, Anti-Harassment Policy and Industrial Awards.
- Manages the recruitment systems within the company, paying particular attention to advertising, screening, work permits, reference checks and administration of all new hires.
- Assists with the annual Employee Satisfaction Survey.
- Ensures the effective administration of personnel records and files in line with Company Policy.
- Develops and administer Human Resource Policies and Procedures.
- Administer employee recognition programs.
- Manages effective workplace injury management, ensuring rapid return to work programs are in place for all employees.
- Assists and develop Department Heads so that they may improve their own Human Resources Management practices within their area.
- Liaises with Department Heads on the development of up to date Job Descriptions.
- Ensures development and performance reviews are conducted regularly, identifying key personnel for further development and structured career pathing.

- Implements and maintains Human Resources Department training systems to ensure that employees have the necessary framework and skills to perform their job efficiently and effectively.
- Assists with the implementation and delivery of training programs in conjunction with the Training Manager.
- Prepares work schedules and annual leave schedules within budget, business expectations and guidelines of the appropriate industrial legislation.
- Manages the selection and appointment of new employee within the Human Resources Department.
- Conducts regular employee meetings to keep all employees informed.
- Ensures compliance with legislated health and safety requirements within the workplace.
- Complies with all Corporate and Company Standards and Procedures.
- Actively promotes a work environment, which cares for customers and employees alike.
- Implements opportunities for quality Team Building.
- Ensures that all employees comply with the grooming and uniform standards.
- Assists with the operation of the Payroll Office ensuring excellent service to employees and appropriate control and management mechanisms are in place and being utilized appropriately.
- Ensures an effective and fair grievance procedure is maintained in line with appropriate legislation.

Qualifications

- Bachelor's degree in human resources management or equivalent.
- Experience in human resources or related field.
- Ability to build and maintain positive relationships with colleagues.
- Experience in educating and coaching staff.
- Experience in conflict resolution, disciplinary processes, and workplace investigations.
- Experience in following and maintaining workplace privacy.
- Ability to give presentations.
- Knowledge of relevant health and safety laws.
- Experience using computers for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, and Outlook.

Candidates are encouraged to apply this position to hr@phwintphyothit.com with the following information in the resume.

- Work experiences and job responsibilities
- Current and Expected salary
- Reason for leaving
- Date of availability
- Education background