



Company: Africabio Enterprises, Inc.

Job Title: Human Resources Manager

Reports to:	<u>VP/ Operations – Africabio</u>	Date Prepared:	<u>10/01/17</u>
Department:	<u></u>	Status:	<u>Employee</u>
Supervisory Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incumbent:	<u>N/A</u>

Position Summary:

The Human Resources Manager with Africabio Enterprises Inc. develops policy and directs and coordinates all human resources functions, such as personnel information, recruitment, performance management, training & development, employment cycle changes, benefits, talent management and labor relations. This position requires a skilled Manager who will support the needs of the departments and structures to ensure the proper implementation of company strategy and objectives. The HR Manager will strive to promote corporate values and enable business success through defined personnel directives and communication of company policies.

Essential Duties & Responsibilities: 100% of Time

- Plans, organizes and controls all activities of the HR department. Participates in developing department goals, objectives and systems.
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews.
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to affect continual improvements in efficiency of department and services performed.
- Ensures compliance with all National employment laws.
- Communicates the goals and objectives of the company and provides company orientation.

- Communicates disciplinary actions per company guidelines by the request of appropriate leadership.
- Keeps all company and employee records confidential.

Supervisory Responsibility

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

Competencies/

- Business Acumen
- Communication
- Consultation
- Critical Evaluation
- Liberia Labor Law
- Negotiation
- Relationship Management
- Ethical Practice
- Personnel Management

Qualifications/Minimum Requirements:

- Bachelor / Master's degree in Human Resources or related field
- Proven working experience as Human Resources manager or other Human Resource executive at least five (5) years.
- People oriented and results driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Proven leadership, strategy and management capabilities
- Excellent communication skills, both written and verbal
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Exceptional negotiation skills
- In-depth knowledge of National labor law and Human Resources best practices
- Knowledge of Microsoft Word and Excel

Certificates, Licenses, Registrations

- PHR or SPHR certification preferred.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ideal candidate will be computer literate, able to use Microsoft Office suite, Internet and Email.

Next Steps-Apply today!

Apply to hr@africabioenterprises.com with your resume, professional and character references including contact information.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Prepared By: _____

Approved By: _____

Incumbent's Acknowledge _____