

**BFCBHRJ-081 – HR Manager | BFC Payments | Bahrain****About the role:**

The job holder is responsible for the daily administration and recruitment functions of the department to deliver the best service level to our internal customers; and implement the Company's recruitment policies and apply efficient selection procedures in order to attract the right caliber in an effective and most cost-effective manner.

**Your Responsibilities:**

- Establish effective recruitment and selection procedures to ensure that systems are in place that enable candidates to be assessed effectively and to ensure that vacancies are filled by the most appropriate people and in the most cost-effective manner.
- Establish policies and procedures for the Company.
- Develop short- and long-range strategic plans for effective recruitment, development and utilization of human resources by liaising with all divisions based on their current and future manpower requirements.
- Ensure all appointments, promotions, probationary reviews, retirements, transfers are done as per company procedures and Bahrain Labor Law requirements.
- Conduct disciplinary hearing records and ensure letters are maintained in the employees' file and the HR system.
- Oversee all employee files and ensure they are maintained and updated in accordance with Company guidelines and meet the requirements of the Internal Audit Department.
- Provide advisory support to line managers and department heads to achieve their objectives through efficient recruitment service and help managers with the best possible hiring decisions.
- Conduct Exit Interview formalities and ensure they are carried out in line with HR policy and procedures.
- Prepare sick, absent, overtime and leave reports for the management as and when required. Prepare monthly MIS reports.
- Maintain staff leave records (annual, sick, casual leave, etc.) and time & attendance and report to Group Head of HR or management as and when required.
- Payroll management and administration of the Company's HRMS

**About You**

- University degree graduate, preferable in Business Administration and Management courses with specialized qualifications in recruitment and must have good command of written and spoken English.
- Minimum 5 years' experience in human resources field and 3 years in management and supervisory capacity.
- Should have adequate background in HR and stay abreast with the current developments in the fields of recruitment.