

Job Title: Human Resource Manager

Department: Human Resources

Reports To: CTO / CEO

Effective Date: Immediately

Job Summary:

The Human Resource Manager is responsible for leading and managing the Human Resources department. The Human Resource Manager will be responsible for developing and executing HR strategies, managing HR policies and procedures, and providing HR services to employees.

Responsibilities and Duties:

1. Develop and execute HR strategies.
2. Manage HR policies and procedures.
3. Provide HR services to employees.
4. Oversee the recruiting, hiring, and onboarding of new employees.
5. Manage employee relations.
6. Conduct performance reviews.
7. Develop and implement training programs.
8. Administer employee benefits.
9. Comply with all applicable HR laws and regulations.

Qualifications:

1. Bachelor's degree in human resources or a related field
2. 5+ years of experience in human resources
3. Strong leadership and interpersonal skills
4. Excellent communication and presentation skills
5. Ability to work independently and as part of a team
6. Ability to manage multiple projects simultaneously
7. Ability to work under pressure

Benefits:

- Competitive salary and benefits package
- Opportunity to work with a talented and dedicated team
- Chance to make a significant impact on the company's success.