

HR SERVICES & COMMUNITY RELATIONS SUPERVISOR, DELTA - 0027

Job Purpose

Supports the Human Resources department and Plant by taking responsibility on employee and industrial relations, community liaison management amongst others.

Responsibilities

- Attend to all the host communities' related activities and ensure cordial relationship is maintained with the Company. Ensure Corporate Social Responsibility (CSR) projects are completed within agreed period.
- Ensure prompt processing for approval and payment to HR related third party service providers including canteen/caterers' management.
- Prompt issuance of the approved yearly and monthly welfare items to employees and ensure it is within approved budget.
- Ensure that the company comply with all applicable statutory laws and regulations.
- Ensure that all staff activities are ethical and comply with Company's values and the policies in the employee Handbook.
- Ensure Admin/HR related costs are within approved budget.
- Supervision of Plant's Payroll activities

Qualifications & Experience

- Bachelor's degree or Higher National Diploma (HND) in any Social Sciences or related field.
- Minimum 4-6 years cognate work experience from the Manufacturing sector.
- Understanding of labour laws and HR best practices.
- CIPM certification is an added advantage.
- Strong interpersonal/Communication skills.
- Good Reporting and administrative writing skill.
- Effective conflict management skills.
- Proficiency in the use of Microsoft office applications, (Microsoft word, Excel, Power Point, Outlook).