

Head Human Resource

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Company: Collabrain

Location: , , Pakistan

Category: office-and-administrative-support

Job DescriptionThe Head HR will lead and facilitate a highly effective, strategic HR function that ensures the organization has the structure, inclusive culture and diverse talent needed to deliver on organizational goals and effectively serve our objectives.

MAJOR RESPONSIBILITIES

HR Operations:Provide HR support to leaders of all levels including technical HR advice in response to management issues, capacity building, succession planning, emergency preparedness and response, policy inquiries, regular review of HR policies and procedures for the organization, orientation, employee relations issues, recruitments and exit management.

Performance and Talent Management:Developing and implementing organizational performance management system to ensure organizational goals are met, employees are evaluated with highest level of engagement and people are rewarded as per merit. Develop and lead the Performance management system, KPI's evaluation and assist the Board on HR management. Educate Employees on PMS and KPI's. Direct development and delivery of training and capacity building efforts, using e-learning and remote management. Identify and engage internal and external resources to provide timely and effective technical assistance. Coordinate and deliver HR trainings and workshops.

HCM and HR Automation:Work with ERP and IT Teams for automation of HR function and implement HCM for better employee experience and to promote data-driven decision-making. Ensure ERP deployment on the given timelines and suggest changes on timely basis when and where required. Lead the HCM Champion training within the department and make an HCM All Star team. Ensuring world class employee experience is given to employees through HCM implementation for better employee engagement.

Required

SkillsAdministrationCommunicationWorking Hours: MORNING SHIFTQualification

Required: HUMAN RESOURCE MANAGEMENT

#J-18808-Ljbffr

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