

CHICKEN TOWN (SL) LIMITED

JOB DESCRIPTION

Job Title: Human Resource Manager

Report to: Human Resource Director

Purpose:

To provide administrative support to Human Resource Department management of the company employees for effective management to enhance productivity, welfare concerns and long-term retention of the best employees.

DUTIES AND RESPONSIBILITIES

1. Responsible to ensure that the recruitment processes and procedures for the engagement, background checks of applicant, termination, dismissal, promotion and resignation of employees are carried out as required.
2. Responsible to monitor and supervise the employees' attendance, punctuality, regularity at work and provide weekly and monthly statistical report for management attention and review comment during senior management weekly meetings.
3. Responsible to check the daily attendance summary of all company branches for correct posting and confirmation for signature.
4. Responsible to ensure employees' compliance with company uniform address code, personal hygiene and environmental Health and Safety issues at the workplace.
5. To organize periodical in house training sessions for identified employees with potentials for promotion to higher job grades in the company based on the employees' periodical appraisal outcomes and relevance to company and departmental training needs.
6. To monitor the branch Managers Key Performance Indicators on their assigned tasks to measure weekly performance output ratings for bonus awards and salaries increments.
7. To prepare and issue individual employees appraisal forms to various branches for quarterly periodical assessment and evaluation for performance ratings and review by Heads of Department and Managing Director.
8. To periodically conduct spot checks on the company's outlets to ascertain status of the various branches to maintain the required standards for effective business operations and good management.
9. To plan and organize periodical staff meetings for company business updates to staffs, discuss management and employees' general concerns.
10. To monitor the update of the employees' personal work history files to ensure regular update as and when necessary
11. To collaborate with the HR Director to prepare the department annual budget on the company approved employees' entitlements.
12. To provide guidance in the interpretation and implementation of the company policies to ensure better understanding and knowledge to the employees to avoid misconception and violation.
13. To serve as mediator between management and staff for better and effective communication and good working relationship.
14. To monitor the employees' welfare services to ensure adequate services deliverables at all times and report to HR Director when there is a concern for attention.

15. To ensure that employees monthly salaries, financial mandatory obligations and entitlements are processed and paid according to schedules.
16. To verify and agree Annual Leave Roaster with Heads of Departments and Branch Managers for smooth business operations and planning.
17. To ensure that Workmen Insurance is provided against employees' injuries or accidents at the workplace, to prepare and submit insurance claims disability insurance compensation when appropriate.

Signed: _____
Job Holder

Signed: _____
HR Director