



Vacancy summary

HOME BASE / REMOTE

GE01449561

Georgia



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Education : Bachelor, Bachelor of Professional

Experience : 1 year - 3 years

Industry : Human Resources

Position : Manager

Mobility : Regional

Contract : Long term

Availability : Full Time

Languages

English : Advanced

Russian : Advanced

Salary : 1 500\$ 3 825GEL

Vacancy details

Position: HR Manager

Duties & Responsibilities:

Develop and implement HR strategies

Manage the recruitment and selection process

Oversee and manage a performance appraisal system

Maintain benefits program

Prepare documents for employees

Maintain company's records, calendar

Report to management and provide decision support through HR metrics

Skills & Abilities:

Proven working experience as HR Manager or other HR Executive

People oriented and results driven

Experience with Human Resources metrics

Good communication skills

Excellent active listening, negotiation and presentation skills

Fluent English and fluent Russian (both speaking and writing)

Computer skills: Windows, Microsoft Office, MS Excel, Internet Explorer, Outlook, PowerPoint, MS Word.

Reservations/booking systems

Qualifications:

Degree or equivalent

As minimum, 3 years experience in HR

Schedule:

Working days Monday to Friday from 10:00-19:00

Sunday/Saturday - day off

Benefits:

10 days of paid sick leave to the employee during every year of employment

30 days of paid vacation for every completed working year

WE ACCEPT APPLICATIONS AND RESUMES ONLY IN ENGLISH!

Salary can be USD 800 to 1500 depending on the qualification.

Can work from home.

Contacts

phone: (+960) 334-7755