



Vacancy summary

HR Manager (Tbilisi)

GE0544364

Tbilisi

Experience : 1 year - 3 years

Position : Personnel / Human Resources

Availability : Full Time

Salary : 1 725GEL

Vacancy details

HR Manager (Tbilisi)

Description

Our HR Manager will have the opportunity to play a important and diverse role at the company (FMCG). As the Recruiter, this person plays the lead role in helping to attract and retain specialists from different management levels. The HR Manager will also play a part in other HR areas including benefits, compliance, training & development, employee relations and special projects.

Responsibilities

Provides input for HR project planning and development.

Understands the Company's total compensation strategy and works to facilitate pay actions that comply with compensation laws and regulations

Designs and conducts (or assists in conducting) training in areas such as employment practices, as well as specific HR related topics to further the knowledge, understanding, and acceptance of programs and issues

Manage the recruiting process from start to finish

Develop and maintain a pipeline of strong candidates

Maintain relationships with hiring managers to stay abreast of current and future hiring and business needs

Research and stay abreast of market trends and compensation practices

Act as liaison between employees and management to answer questions or concerns regarding company policies, practices and regulations.

Requirements

Higher education

2 years HR experience

Recruiting experience using relevant social media tools/techniques

Previous benefits administration experience

Ability to design and facilitate training programs

Excellent communications and organizational skills

Strong attention to detail

Self-starter with the ability to work independently

Ability to multi-task and function efficiently in a fast-paced environment & busy department

Proficiency with Microsoft Office including Outlook, Power Point, Excel & Word

Fluent Georgian, Russian and English is mandatory

Contacts

Other: skype: alinakovaleva1