

Human Resources Manager

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Company: Recruitment Matters

Location: Kitwe

Category: other-general

Overview

Our Client, a logistics company, is recruiting for a resourceful and well organised Human Resource Manager to join their team in Zambia. **Duties and responsibilities include but are not subject to;**

Consistently recruiting excellent staff.

Maintaining a smooth onboarding process.

Training, counseling, and coaching our staff.

Resolving conflicts through positive and professional mediation.

Carrying out necessary administrative duties.

Conducting performance and wage reviews.

Developing clear policies and ensuring policy awareness.

Creating clear and concise reports.

Giving helpful and engaging presentations.

Maintaining and reporting on workplace health and safety compliance.

Handling workplace investigations, disciplinary, and termination procedures.

Maintaining employee and workplace privacy.

Leading a team of junior human resource managers.

Skills;

Able to engage in meaningful negotiation and resolution.

Knowledge of employment legislation.

Excellent verbal and written communication skills.

Protecting the interests of all employees.

Full understanding of HR functions and best practices.

Experience in conflict resolution, disciplinary processes, and workplace investigations.

Experience in educating and coaching staff.

Experience as a Skills Development Facilitator.

Qualifications;

Bachelor's degree in human resources management or equivalent.

At least 5 years of professional work experience in human resources or related field.

Experience in the Logistics Industry is advantageous.

Knowledge of relevant health and safety laws.

Must be a registered member of ZIHRM.

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