



Vacancy Announcement: Human Resources Director

J-Palm Liberia (JPL) manufactures and distributes health and beauty products such as soaps, moisturizers and body oils. We are seeking a creative, knowledgeable and dynamic individual to serve as HR Coordinator.

JPL aspires to be a company on the cutting-edge of innovation in product design, manufacturing, sales and distribution. As such, we have to build strong internal systems to recruit the best employees, and to also develop internal initiatives to continue to train and re-train our employees. The HR Director will be the senior executive responsible for implementing this vision of ensuring that our current employees have the support they need to successfully do their jobs, and also to build systems to continue to recruit amazing employees.

The Human Resources Director will manage HR operations by recruiting, selecting, orienting, and developing/ managing initiatives to train employees or potential employees. The HR Director promotes and implements human resource values by planning and managing human resources programs and directing staff training, counseling, and disciplining staff. The Human Resources Director will also take the lead on developing organization strategies by identifying and researching human resources issues. The ideal candidate will have over 5 years' experience in an HR role and experience leading teams.

Human Resources Director Duties and Responsibilities

- Supports management by providing human resources direction, advice and counsel
- Ability to coach and mentor team members through the process of understanding the needs and responsibilities of human resources within a large multi-national organization
- Understanding of cultural norms, traditions, and working with diverse teams
- Guides management and employee actions by developing HR guidelines, communicating the guidelines and enforcing organization values
- Leads company's compliance with all existing governmental and labor legal requirements including any related to the Decent Work Act, worker compensation, and Occupational Health and Safety regulations
- Maintains minimal company exposure to lawsuits
- Establishes and maintains company records and reports; able to direct others in the organization and adherence to record-keeping guidelines
- Maintains company organization charts and employee directory
- Lead exercise to conduct monthly employee appraisals and performance reviews

Human Resources Director Requirements and Qualifications

- Bachelor's degree required, Masters' is an advantage
- Five or more years of HR experience required
- Current or previous experience in an HR Manager role in the private sector is highly preferred

How to Apply

Email your resume and cover letter to: jobs@jpalmliberia.com

Chief Executive Officer
J-Palm Liberia
Police Academy Road
Paynesville, Liberia

Please include at least three references in your cover letter.

Deadline: **January 9, 2019**