



Job Description, Papyrus SA Human Resources Manager

Organization

Papyrus S.A. is a private management firm that prides itself on its lasting results-based approach focused on connecting local and international aspirations. For more information, please visit www.papyrushaiti.com

Position Description

The Human Resources Manager guides and manages the overall provision of Human Resources services, policies, and programs for Papyrus. The Human Resources Manager originates and leads Human Resources practices and objectives that will provide an employee-oriented; high performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the development of processes that support the achievement of the company's business goals.

Responsibilities

Working under the supervision of Papyrus COO and in coordination with project and department managers, the HR Manager will perform the following tasks:

- Establish and lead standard recruiting and hiring practices and procedures
- Lead recruitment, hiring, background check, salary negotiations, termination and any other HR related matters
- Propose changes to and revise HR manual, and revise annually
- Identify and monitor the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction
- Manage establishment of committees including the wellness, training, environmental health and safety, activity, and culture and communications committees
- Keep the CEO and the executive team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level
- Protect the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations
- Implement and reinforce HR policies (recognition, retention, assessment, etc...)
- Facilitate communication between company and employees
- Manage staff timesheets and holiday requests, and coordinate payroll with Accounting
- Encourage staff professional growth: employees assessment and training
- Oversee the implementation of Human Resources programs and identify opportunities for improvement and resolve conflicts
- Coordinate company use of insurance and pension carriers

- Participate in executive, management, and company staff meetings and attends other meetings and seminars
- Assume other responsibilities as assigned

Qualifications:

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development
- Excellent organizational management skills
- Specialized training in human resources, organizational planning, organization development
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Functional fluency in English, French and Creole (both oral and written) is required
- Strong writing ability in French and English is required
- Extremely well organized and systems-oriented
- Personal qualities of integrity, credibility, and dedication to the mission of Papyrus S.A.

*Interested candidates should send a cover letter and resume to: application@papyrushaiti.com
Please indicate the position you are applying for in the email subject.*