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HR Executive - Malta

Retail - Sales Jobs ,Sliema, Malta

Description

With more than 10 years of experience under our belt, Uniblue is a market leader in the Windows software utility space. We are looking for a dynamic and organised HR Executive to coordinate the full spectrum of Human Resources practices within the company and maintain an employee-oriented, high performance culture.

Primary Role and Responsibilities

- Originate and lead HR practices and objectives that emphasize empowerment, quality, productivity, standards and ongoing development of our workforce;
- Coordinate implementation of services, policies, and programs through the Human Resources function and advise Management about HR issues;
- Manage the Company's payroll administration and co-ordinate all the necessary tasks to ensure the smooth and efficient running of the operation;
- Coordinate the recruitment, on-boarding and off-boarding process, liaising with internal and external stakeholder and executing all relevant documentation, including applying for work permits, ETC record keeping and updating of payroll data;
- Coordinate employee orientation, development, and training;
- Manage the performance and reward programme;
- Coordinate employee safety, welfare, wellness and health;
- Coach and guide members of staff on work matters whilst assisting managers in resolving employee complaints and conflicts;

- Manage and undertake investigations regarding disciplinary and grievance matters in conjunction with the Legal team and General Manager;
- Maintain and update personnel records on matters such as employment history, leave, sick leave, performance appraisals, training and salary.

Requirements

- A University degree or equivalent qualification in Human Resources, Psychology or a relevant field, coupled by a minimum of two years' experience in an HR role, preferably having held responsibility for a number of HR processes;
- Updated knowledge of Maltese labour-related laws, regulations, ETC processes and industry trends;
- Experience in running payroll would be considered an asset;
- Excellent interpersonal and people management skills, able to obtain information ethically and able to relate to managers and employees in all levels of the business;
- Strong organisational and time management skills, able to prioritise across different tasks and meet deadlines as per business objectives;
- Self-motivated, reliable with a confident and flexible working attitude;
- Ability to work confidentially at all times;
- Ability to demonstrate a professional, confident and a 'can do' attitude, driving projects and workflow with minimal supervision;
- Fluency in written and spoken English and Maltese with an ability to produce business correspondence;
- ECDL qualification and/or demonstrable knowledge of MS Office applications.

Advertiser details

Name	doreen
Email	doreen@bettingconnections.com
Address	Sliema, Malta

More details

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Area	North - Malta