

# HR and Administration Manager

career.cftmgroup@gmail.com

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

Published : Jul 09, 2024

Employment Status : Full Time

Experience : 1 - <3 Years

Salary : Competitive

Gender : Any

Career Level : Any

Qualification :

## Job Description

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CFTM Group is looking for an experienced and thorough HR and Administration Manager to ensure our operations run smoothly and improve as our company grows.

You will be instrumental in the faultless running of the entire organization and will help us keep our people happy and productive.

All the HR and administrative functions will be under your authority, and you will make sure your team delivers perfect service to the company and its staff.

We are looking for a strategist, a hands-on leader, and an exemplary manager. You will oversee a professional team of specialists and ensure they deliver outstanding results to the company.

### Key Duties:

- Planning HR and administration activities annually
  - Setting, monitoring, and achieving HR targets
  - Managing recruitment, onboarding, and exit procedures
  - Overseeing the payroll function
  - Develop company administration policies
  - Ensuring full compliance with company policies and procedures
  - Managing employee relations
  - Running the office and facilities management functions
  - Leading the HR and administration team
- Preparing and reviewing of contracts

## Education & Experience

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Bachelor's degree in Human Resources or Management Expert business and organizational planning ability Vast experience in team leadership Successful experience in employee relations Excellent written and verbal communication Strategic thinking ability Proven ability to multitask

**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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In accordance with company guidelines