



Fox Company

1st Floor, Shusha Building,
Chwarbakh, Slemani, Iraq
www.foxgroup.me
hr@foxgroup.me

Date: 03.07.2024

Job Title: HR Manager

An exciting HR Manager Opportunity has risen at Fox Company, a respected company registered in the Kurdistan Region and Iraq – Slemani City, we are seeking a dynamic, experienced, and qualified HR Manager to join our team in Slemani city, Iraq.

Position: HR Manager

Nationality: Iraqi national is preferred

Working hours: 6 Days a week (Saturday to Thursday) - 8 hours per day + 1 hour lunch

Location: Arbat, Slemani, Iraq

Salary: Negotiable – Depending on qualification and experience

Paid Holiday: 15 days per annum + Eids and New Year's Eve

Probation Period: Three months.

Qualifications and Education:

A bachelor's degree in business administration or a related fields, any HR management certification would be advantageous.

Experience:

At least 3 years of experience in HR, administration and manpower management

Skills and Competencies:

- A strong understanding of Iraqi employment law and its practical application.
- A professional, generalist HR background.
- Excellent communication skills are essential, together with the ability to interact with all employees at site at all levels and build credibility quickly.
- Proficiency in Microsoft office software, attention to detail, strong analytical skills, and excellent communication and formal document writing abilities.
- Kurdish and English (speaking and writing) languages proficiency is required and Arabic language will be an advantage.
- A Team Player who is confident communicating across all business levels and proven ability to motivate a team.
- If you have a passion for the delivery of high-quality service and the ability to work in a highly organized way, then we want to hear from you!

Role and Responsibilities:

- Provide advice and guidance on the full spectrum of employment issues, client HR policy and HR best practice.
- Responsible for a diverse range of HR-related activities throughout the employee lifecycle, including recruitment, selection, development, and retention of our talented people.
- Preparing payroll to provide to our outsourced payroll provider.
- Delivering the plan in line with the Group and Company strategy and company HR policies.
- Working closely with our people managers to become a trusted coach and advisor, determining their resource requirements, and developing talent and succession plans.
- Travel and hotel bookings for employees and visitors.
- Maintain HR records (payrolls, holidays, overtime, shifts) and other employee relating data, such as policy documents, employee contracts, employee profile and certificate as per company's policy and procedures.
- Managing all administration associated with updating policy and procedures.
- Manage all administration associated with the recruitment process, ensuring job descriptions are completed and kept updated and all appropriate approvals are in place.
- Work with line managers; ensuring Job Description is created and logged, the role is priced and all necessary approvals are in place.
- Create and send employment contracts and joining documentation to new hires.

- Fully manage the onboarding and induction process including administration of employees, ensuring all follow up activity is carried out accurately in a timely fashion.
- Reviewing and updating HR workflows and procedures when required.
- Create and maintain electronic employee records for all company's employees.
- Arranging for annual HR processes e.g. performance management employee periodic evaluation and appraisals.
- Managing performance reviews and processes.
- Collaboration with the HSE manager for wellbeing of employees.
- Conducting HR interviews and exit interviews when required.
- Perform periodic review, update of company's HR handbook.

How to apply and contacts:

Please submit your updated CV to: hr@foxgroup.me, please write (HR Manager - Slemani) in the subject of your email.

Interview will be held at Fox Company's headquarters located in Slemani city.