

# Turkey Jobs Expertini®

## Human Resources Manager

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Company: Michael Page

Location: İstanbul

Category: other-general

### Talent acquisition

Builds up an Employer Brand in Turkey to attract talent.

Lead and coordinate all recruiting processes to ensure efficient, cost effective and quality hiring.

Work closely with management to develop recruiting plans and processes, create accurate job descriptions and nurture employee retention and development.

### Talent Development, Engagement and Retention

Identify opportunities where HR can support and drive business goals, objectives, and culture.

Be the central point for employee support, welfare, and training.

Ensures planning, monitoring and appraisal of employee work results by training managers to coach and discipline employees, scheduling management conferences with employees, hearing and resolving employee grievances, and counseling employees and supervisors.

Implements and maintains measures to retain performing and dedicated staff.

Support of annual global employee survey process and related action plans.

## **Compensation & Benefits**

Maintains pay plan by conducting periodic pay surveys, conducting job evaluations, and preparing pay budgets.

Ensures reliable and at any time correct payroll process (in collaboration with external payroll provider) and precise social insurance and tax according to local requirements.

## **HR Processes & Administration**

Ensures legal compliance by monitoring and implementing applicable human resource requirements, maintaining records and representing the company at hearings.

Create, update, and recommend HR policies and procedures following the global HRM standards.

Maintain historical HR records by keeping a filing system and keeping past and current records.

Manage HR information systems databases and necessary reports.

Operate the HR department to meet the needs of the company, including all related HR administration.

## **Array**

5-10 years in HR field as HR Generalist.

Ability to hold confidentiality with all sensitive information and personal matters.

Superior written and verbal communication skills.

Detail oriented, strong follow-up skills, ability to organize tasks, multitasking, excellent interpersonal relations, initiative, excellent organizational skills, reliability, timely and

accurate delivery of commitments.

Strong conflict management, facilitation, and collaborative problem-resolution skills.

Ability to influence others effectively regardless of seniority.

Fluent in English.

Our client is one of the global personal audio devices companies in the world. For their future development plans, we are looking for a

HR Manager

Join one of the Global Hearing Care Solutions companies in the world.

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