

Human Relations Manager Volunteer Job Descriptions

Human Relations Manager

General

Join a different type of volunteer organization.

Come help our ministry grow.

Our ministry is based on a different paradigm way of thinking from most volunteer organization but is completely bible based .We believe that the more you help our ministry grow or the Kingdom of God grow, the more you will grow:

1. Personal fulfillment
2. In Professional knowledge and skills
3. In Lifelong compensation (1 Corinthians 9:13-14)

Come and volunteer for us for two to six months and if you so choose you can eventually move into a paid position. What's even more exciting is that you can also place your life on auto-pilot by developing your own academy (through BAPI) teaching others to do what you love while earning passion income

Message writers will share in the company message royalties

Description

We are looking for an HR Manager to oversee all aspects of human resources practices and processes.

What is an HR Manager?

To us, an HR Manager is the go-to person for all employee-related issues. This means that your HR Manager duties will involve managing activities such as job design, [recruitment](#), employee relations, performance management, training & development and [talent management](#).

The job of HR Manager is important to business success. People are our most important asset and you'll be the one to ensure we have a happy and productive workplace where everyone works to realize our established mission and objectives. Promoting corporate values and shaping a positive culture is a vital aspect of a complete HR Manager job description and specification.

Responsibilities

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

Requirements

- Proven working experience as HR Manager or other HR Executive
- People oriented and results driven
- Demonstrable experience with Human Resources metrics
- Knowledge of HR systems and databases
- Ability to architect strategy along with leadership skills
- Excellent active listening, negotiation and presentation skills

- Competence to build and effectively manage interpersonal relationships at all levels of the company
- In-depth knowledge of labor law and [HR best practices](#)
- Degree in Human Resources or related field

Interested

Apply on-line at www.shareencouragingvibes.com Click on “Volunteer” and then “Employment Application”. Then Apply and submit.

We will contact you for an interview

I _____ Understand and agree that I meet the requirements and can perform the responsibilities of this job and I complete this process by my signature either written or electronic and by applying for the specific job.

Signature _____ Date _____