

# Human Resource Manager

**Location:** Port Elizabeth  
**Reference:** #DT000356/RA  
**Company:** [SydSen Recruit](#)

Our client in the automotive industry is looking for a **human resource manager** to join their company in the **Eastern Cape** area.

## Requirements:

- Degree in human resources or related field
- Minimum of five years of progressive experience in human resource management, with at least two years in a leadership role, **preferably in the automotive manufacturing industry**.
- In-depth knowledge of HR principles, practices, and procedures, including employment laws, recruitment, employee relations, and performance management.
- Strong leadership and interpersonal skills, with the ability to build and maintain effective relationships at all levels of the organization.
- Excellent communication and presentation skills, with the ability to convey complex information clearly and concisely.
- Proven ability to develop and implement HR strategies and initiatives that drive organisational success and foster a culture of high performance.
- Experience managing HR systems and proficiency in Microsoft Office Suite

## Duties and responsibilities:

- Overseeing all aspects of human resources management within our automotive manufacturing facility.
- Develop and implement HR strategies, policies, and programs that align with the company's overall objectives and support business growth.
- Provide strategic guidance and direction to senior management on HR-related matters, including workforce planning, talent management, and organisational development
- Lead the recruitment and selection process, including sourcing candidates, conducting interviews, and making hiring decisions in support of the Companies Employment Equity targets.
- Develop and maintain effective recruitment strategies to attract and retain top talent in the automotive industry.
- Collaborate with hiring managers to identify staffing needs in line with the Company budget and develop job descriptions.
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- Develop and maintain effective recruitment strategies to attract and retain top talent in the automotive industry.
- Collaborate with hiring managers to identify staffing needs in line with the Company budget and develop job descriptions.
- Implement performance management processes, including goal setting, performance evaluations, and development planning.
- Provide coaching and support to managers and employees on performance-related matters, including goal alignment and performance improvement plans.
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- Ensure compliance with employment laws and regulations, including LRA, Basic Conditions of Employment Act, Employment Equity Act, Skills development Act, COIDA.
- Maintain accurate and up-to-date HR records and documentation to ensure compliance with regulatory requirements
- Oversee HR administration tasks, including payroll processing, benefits administration, and HRIS management.
- Ensure accuracy and integrity of HR data and systems and provide support to employees on HR related inquiries.
- Develop the annual budget for the Human Resources Department.
- Control human resources related expenditure, including salaries and wages, in line with the approved budget.

**Apply now.**

Please note only candidates with the required experience will be contacted and considered. If you are not contacted within 14 days, kindly consider your application unsuccessful.

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