

JOB DESCRIPTION
HR Manager
(Number of Positions : 1 / Location : **Kénitra**)

Responsibilities :

- Validates the recruitment planning and needs, appraises the pre-selection of candidates, authorizes the final hiring decision and negotiates packages, advises about the orientation programs and Job Initiation Plans.
- Assures the implementation of the corporate HR procedures, set up and implement local HR Policies, Control compliance with internal and external regulations such as Labor Legal documents, labour certificates, Contracts management, internal rules, Quality System Requirements, EHS systems requirements
- Set up and updates of compensation and Benefits policy in line with Coficab Strategy (salary survey, local collective agreements, etc), supervises its implementation as well as the implementation of social/legal labour incentives. Oversees and monitor payroll accuracy and payment on time. Oversees and monitor accuracy of Social security and labour Tax calculation and coordinate their payment with Finance and payroll Shared Services Centers (when available) on Time.
- Validates the training plan in line with the training policy and the local training regulations. Monitor the implmentation of the Annual Training plan and guarantee its effectiveness. Administer the performane appraisal system and talent management process (succession planning, retention plans, mobility programs, developments programs).
- Set up, updates and implements the internal industrial relation policy, assures the respect of the internal rules in terms of discipline, internal conflicts management, dialogue with social partners, etc; and secures a professional relationships with social partners, local labor authority, courts, etc.
- Promotes the company values and culture, design and control the implementation of internal communication policy and CSR plan and supervises end to end satisfaction/ engagement survey. Assures an adequate management of utilities in line with Coficab Standards. Guarantees a secure and balanced working environment.

Qualifications and Experience :

- Master's degree in human resources or business administration
- 3 to 5 years as an HR manager in automotive sector
- **French and English**
- Recruitment/Talent selection, Learning and Development, Talent Management, Compensation and Benefits, Organisational Management, Labour Regulation, Industrial Relation Management, Internal Communication and conflicts Management, CSR, Quality & EHS systems Awareness, high level of confidentiality, budgeting & cost estimating
- MS Office Softwares (Excel, Words, PPT, ...) et MES, applications ERP
- Behavioral competencies: Communication, Building relationships, Self development
- Managerial competencies : Leading people, Managing performance, Business skills, Developing others