

## **Human Resource Officer**

The position is responsible in providing primary support in the areas of training/ organization development, employee relations and rewards and performance management. Plan, develop, implement, and evaluate special projects related to the HR function. Provide analysis and recommendations to management to improve efficiency as it relates to employee and management development.

### **Essential Function**

Administer, coordinate, and track all employee/management training programs.

Conduct analysis and report on workforce efficiency measures such as turnover, retention, benefits expense, staffing ratios, etc. Assess employee climate, morale, and effectiveness and develops action steps to improve each.

Coordinate the training programs of the company. Develop action plans to ensure that programs are in-line with company objective and that targets are being met.

Develop and review incentive programs to help maintain high morale. Provide analysis and recommendation to upper management as needed.

### **Job Qualification**

College graduate of any business/behavioral related course, with minimum of 3 years related work experience

Ability to work independently and handle multiple, conflicting priorities.

Organizational and project management skills.

Proficiency with PC and software including Word, Excel, and PowerPoint.

Excellent written, verbal, interpersonal, and analytical skills.