

HR Manager Job description

POSITION TITLE: HR MANAGER

REPORTS TO: ASSOCIATE DIRECTOR/HEAD OF SCHOOL

SUPERVISES:

JOB FUNCTION AND RESPONSIBILITIES:

Primarily responsibilities are to manage, coordinate, and supervise all activities concerning staffing of the whole organization. This includes developing and updating all policies, handbooks, records and regulations in the Human Resource area.

SPECIFIC RESPONSIBILITIES:

1. Implement a new comprehensive software program for all HR functions.
2. Coordinate with all school divisions staff recruitment including the Website, Schrole, newspapers, and other agents for recruiting.
3. Evaluate and check qualifications/credentials, compliance with KPIS Policy, MOE, background checks, criminal background checks. Collect and maintain all documents.
4. Contact and arrange interviews with applicants following the guidelines outlined for each position. In most cases there will be an interview team identified by the principal or supervisor. Assure that the supervisor has conducted appropriate reference checks for each candidate. Document all information for all applicants throughout the process.
5. Under the direction of the Associate Director or Head of School negotiate contracts to be offered to all individuals offered positions.
6. Produce contracts to applicants and confirm appointments.
7. Regularly check all contracts to assure each is in compliance with MOL regulations.
8. Communicate to all new staff KPIS rules, and regulations and changes to all staff including payroll, banking, and taxes.

9. Collect and maintain all documents and records of all staff in a safe and secure record storage system including both soft copies and hard copies. This is to include all documents collected when hired and all performance evaluations and other appropriate records.
10. Perform counseling to employees regarding all personnel issues.
11. Conduct yearly compensation and benefits of comparative schools.
12. Work with the LT to gather satisfaction data and the current salary and benefits package for changes and enhancements.
 - a. Review the Health Care insurance plan to determine its effectiveness and recommend changes.
 - b. Review the Provident Fund program to determine its effectiveness and recommend changes.
13. Work with the Chief Financial officer to complete a yearly comprehensive Salary and Benefits Proposal for the Executive Team for approval.
14. Review monthly attendance records and meet with staff who are in violation. Maintain records.
15. Acquire documents for all academic staff for processing Teachers non-immigrant type B visas, license and work permits.
16. Issue employee's certification letters as required.
17. Produce and distribute payroll information to all staff.
18. Prepare required documents for teachers/staff documents for health insurance.
19. Conduct sensing interviews at the beginning of the school year and exit interviews at the end to gain feedback regarding staff adjusted to the school, future plans, and feedback on satisfaction.
20. Assist teachers in relocation to Thailand and look for housing near the school.
21. Other duties as assigned.

Advertisement for HR Manager at KPIS

KPIS International School is seeking a Human Resource Manager to begin work on ASAP. Primarily responsibilities are to manage, coordinate, and supervise all activities concerning staffing of the whole organization.

Qualifications:

Required:

1. Three year experience working in an educational organization.
2. A BA degree in Education or in an appropriate field.
3. Some experience in working in areas of human resource development in education (recruiting, hiring, interviewing, evaluating teachers)
4. A positive and outgoing personality.
5. Ability to work in and maintain confidentiality.

Preferred:

1. A Thai National
2. Experience working in an international School
3. Administration/Management experience

Interested applicants need to send a letter of interest in the position with a CV to:

Dr. Roxy Pestello
Associate Director
KPIS International school
Email: roxy.pes@kpis.ac.th

If you have any questions you can contact Dr. Roxy at 089-213-5484