

# Human Resources Manager

## Job Information Pack

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| Job Title | Human Resources Manager |
| Location  | Riyadh, Saudi Arabia    |

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### The Role

Omrانيا is looking for a Human Resources Manager capable of advanced team management and leadership of a diverse group of human resources professionals. Candidate will manage human resources operations, talent acquisitions activities, organization developments, rewards and systems, learning development and Saudization program. We need someone with 10 years of experience as Senior HR Business Partner.

The head of human resources will work closely with business leadership within the organization to help them build their organization and realize their ambitions. Furthermore, the incumbent will mentor and develop HR staff to be future HR leaders. S/he will be reporting to the Financial & Administration director in a multi-disciplinary consulting office.

### Responsibilities

- Manages Omrania's Human Resources staff and day-to-day activities performed by different HR areas
- Guides and advises staff in relation to personnel matters and staff benefits and entitlements as required
- Creates and implements company policies and procedure related to HR and ensure its compliance with labor law
- Manages and maintains Omrania's HR database by ensuring employee data integrity and security
- Manages recruitment full cycle activities by preparing required manpower, job adds, sourcing and screening, interviewing, selection and onboarding.
- Manages work relevant to government agencies such as GOSI, new visa, work permit and iqama renewals.
- Manages Omrania's rewards system to include job analysis, salary grades, organization structure and performance management.
- Provides advice and assistance to senior management in relation to Saudi labor law and other HR related legal issues.
- Manages and implements employee Training and development, training courses, career growth and succession planning.
- Manages company different insurance policies related to HR (Professional indemnity, public liability, Health Care, Life Insurance and others,)
- Manages the development and implementation of the Saudization strategy and plans to ensure meeting the Saudization targets through the Nationalization programs.

### **Day-to-day routines**

Communicate and receive directions from the financial & administration director, related to the human resources department and functions. Incumbent will manage human resources operations, talent acquisitions activities, organization developments, rewards and systems, learning development.

### **Requirements**

The Ideal candidate will have:

- Bachelor's degree in human resources, psychology, business administration, or any relevant field.
- 10 years of relevant professional experience as Senior HR Business Partner, background in engineering consultancy industry is preferred
- Excellent Communication and presentation skill and attention to details
- Proficiency in English is highly desirable
- Proficient in HR database (ERP)
- Good in HR analytics skills (BI) tools
- Proficient with Microsoft office applications.
- Thorough knowledge of Saudi Labor Laws

### **Compensation & Benefits**

- Competitive Salary
- Family Status
- Health Insurance
- Life Insurance
- Annual Plane Tickets

Want to know more about working at Omrania? [Click here](#)

### **How to Apply**

Kindly send your CVs & portfolio to [jobs@omrania.com.sa](mailto:jobs@omrania.com.sa) stating the required job position in the subject line of the email.