

<https://hkengineerings.co.uk/job/human-resource-managers/>

Human Resource Managers

Description

HK Engineerings is seeking a skilled and experienced Human Resources Manager to join our team. As the Human Resources Manager, you will be responsible for overseeing all aspects of the HR department and implementing effective strategies to attract, develop, and retain top talent. You will play a crucial role in creating a positive work environment and ensuring compliance with employment laws and regulations.

Responsibilities

- Develop and implement HR policies and procedures that align with the company's goals and values.
- Manage the recruitment and selection process, including job postings, screening resumes, conducting interviews, and making job offers.
- Create and execute employee onboarding and orientation programs to ensure new hires are integrated smoothly into the organization.
- Oversee performance management processes, including goal setting, performance reviews, and career development plans.
- Provide guidance and support to managers and employees on HR-related issues, such as employee relations, conflict resolution, and disciplinary actions.
- Manage employee benefits programs, including health insurance, retirement plans, and vacation policies.
- Ensure compliance with all applicable labor laws and regulations, and keep abreast of any changes or updates in employment legislation.
- Oversee employee training and development initiatives to enhance skills and promote career growth.
- Handle employee complaints and grievances in a fair and timely manner, conducting investigations as necessary.
- Maintain accurate HR records and ensure confidentiality of employee information.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Proven work experience as an HR Manager or in a similar role, preferably in the IT industry.
- Thorough knowledge of HR principles, practices, and regulations.
- Strong understanding of recruitment and selection processes, performance management, and employee relations.
- Familiarity with employment laws and regulations and their application in the workplace.
- Excellent interpersonal and communication skills, with the ability to build rapport and establish positive relationships at all levels of the organization.
- Strong problem-solving and decision-making abilities.
- High level of integrity and ability to handle sensitive and confidential information with professionalism.

Hiring organization

hkengineerings.co.uk

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

IT and Software Developer

Job Location

Essex, East England, UK

Working Hours

39

Date posted

December 14, 2025

- Proficient in HRIS software and MS Office Suite.

Skills

1. Strong leadership and management skills.
2. Excellent communication and interpersonal skills.
3. Sound knowledge of HR best practices and current trends.
4. Ability to handle multiple priorities and meet deadlines.
5. Detail-oriented and highly organized.
6. Strong analytical and problem-solving abilities.
7. Ability to work well in a team and independently.

Job Benefits

28 days Annual Paid