

JOB DESCRIPTION

HR Administration Supervisor

(Number of Positions : **1** / Location : **Kénitra**)

Reports to : HR Manager

Responsibilities :

- Maintains accurate and updated time Management Activities such as shifts organization, overtime approval, normal working hours scheduling, attendance & absenteeism monitoring, etc. Implements Leave Management Policy :maternity leave, public holidays, vacation, military leave, work accident, etc. Keep HR systems/ Application maintained accurately on timely basis.
- Assumes the End to end processing of company payroll & bonuses including collection and verification of payroll data, payroll processing, payroll claims handling, calculation of the payroll records related to book keeping, payroll taxes and social security.
- Maintains accurately staff records in line with local legislation, including archiving and filing, information system records. Prepares labor legal and administrative documents such as work certificates, bank accounts, etc.
- Implements the compensation & benefit policy in line with Coficab's strategy and business goals. Recommends improvements and updates based on the local market developments.
- Set up, updates and implements internal industrial relation policy (Discipline, conflicts, disputes...etc.) in line with Coficab Strategy and local legislation and maintain professional relationship with local labor authorities and social partners (Unions, employees representatives, Labour Offices, etc.)

Qualifications and Experience :

- Master's degree in Human resources management
- 3 years in similar position
- Payroll processing, local collective agreements, Labour Regulation, Industrial Relation Management, Internal Communication and conflicts Management, Social Security and Labour Tax Regulation, Quality & EHS systems Awareness, high level of confidentiality, Data analysis.
- MS Office Softwares (Excel, Words, PPT ..), MES, ERP applications
- French and English
- Behavioral competencies: Communication, Building relationships, Self development