

Job Specification

Title	HR Manager
Location	Gothenburg, Sweden
Department	To Chief Financial Officer (CFO)
Reporting to	Elisabet Lund
Purpose of Position	<p>We are looking for a HR Manager to oversee Mentice aspects of HR practices and processes. You will be developing and implementing HR strategies and initiatives to align with Mentice overall Business Strategy.</p> <p>You will be working from our HQ office in Gothenburg but operate throughout our global organization.</p> <p>As a member of Mentice team you will be a part of a dynamic organization with highly motivated coworkers in an international environment.</p>
Main tasks and areas of responsibility	<p>Specification of main tasks and areas of responsibility –</p> <ul style="list-style-type: none"> • Develop and implement HR strategies and initiatives aligned with the overall business strategy • Managing the recruitment and onboarding (new hire training) process • Support current and future business needs through the development, engagement, motivation and preservation of human capital • Ensure legal compliance throughout human resource management • Oversee all aspects of Human Resources practices and processes. Support business needs and ensure the proper implementation of company strategy and objectives. • Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety etc. • Oversee and manage a performance appraisal system • Maintain pay plan and benefits program • Promote corporate values and enable business success through human resources management, including job design, recruitment, performance management, training & development, employment cycle changes and talent management. • Maintains the work structure by updating job requirements and job descriptions for all positions. • Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. • Support management in appropriate resolution of employee relations issues. • Administer benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance. • Responsible for payroll within the organization • Act as Safety Director and GDPR Regulations responsible
Competence and requirement	<p>The following are required –</p> <ul style="list-style-type: none"> • At least 5 years of experience in the field • Familiar with a variety of the field's concepts, practices and procedures • The role requires a bachelor's degree.
Version/Date	Version 1, 18 th December 2018