



## HEAD OF HUMAN RESOURCES

### DUTIES

■ The Head of Human Resources provides on-site human resources management at an entity and advises managers while ensuring compliance with HR practices.

■ **Main duties:**

- Assist and advise management and operating staff in the scope of a given business.
- Be the daily contact person for employees and managers on all human resources matters.
- Manage the various stages of an employee's professional life:
  - Recruiting: validate needs, establish job profiles with managers, organize the selection and contract negotiation process.
  - Career management and internal job mobility: individual support for employees, management of appraisal process, monitoring of requests.
  - Compensation: implementation of the salary raise procedure.
- Ensure compliance with HR practices, procedures and rules.
- Participate in the development and implementation of cross-functional projects (GPEC, Diversity, Employment, etc.)
- Provide support during reorganizations.
- Contribute to the consistency and updating of HR data for the business scope.