

Job Title: HR Executive

Company: KPH Group **Department:** HR

Position Type: Full Time **Reporting to:** Chief Executive Officer
Part-Time
Reduced X

Job Purpose:

To be responsible for the successful implementation of the human resources management strategy in line with the mission, vision and values of the KPH Group. To assist the CEO in achieving his/her work objectives by handling personnel issues and implementing HR projects.

Key duties and responsibilities of the role:

Employee Relations

- Support managers and employees with ad-hoc requests, questions and advice on day-to-day HR related matters.
- HR Administration including but not limited to employee files, employment licences etc.
- Oversee and provide guidance to employees in relation to HR matters such as:
 - Partner and coach managers on employee relations, in particular disciplinary actions, and grievance investigations.
 - Coordinate and prepare for formal meetings, such as audit meetings, disciplinary hearings, insurance compliance requirements.
 - Maintain compliance with statutory regulations in relation to HR.

Budget & Payroll

- Liaise with the Group HR team / Finance team and participate in the preparation of business plans, forecasts and related budgets.
- Responsible for always maintaining the payroll submission information up to date by checking data to ensure timely and effective processing of information.

Contribute to & Execute HR Strategy

- Support the CEO in implementing the short- and long-term goals of the HR Department.
- Develop and maintain strong working relationships with senior management promoting good HR practices.
- Responsible to champion the implementation of HR related projects such as employee engagement, Employer certification, wellbeing, continuous improvement, in line with the business strategy.
- Conduct research on compensation and benefits in order to ensure that the company is in line with the market conditions at any point in time.
- Overall handling of Health and Safety processes under the guidance of the H&S Consultant.
- Take a proactive approach to potential HR challenges and address them with the concerned managers.
- Provide information, advice and guidance to employees on company policies, procedures and benefits.

Core competencies, knowledge and experience:

Core competencies

- Must have well developed negotiation and communication skills.
- Must be able to solve disputes between employees to the satisfaction of both sides.
- Must be analytical in approach while being flexible and innovative in attitude.
- Must be capable of interacting easily with all employees at all levels.

Knowledge

- Strong knowledge of HR Processes and Policies
- Must be knowledgeable of government regulations concerning employees' rights and privileges.
- Must have good organisational skills.
- Knowledge of office software, ideally including Shireburn Indigo.

Experience

- +3years' experience in a similar position, preference will be given to experience within the manufacturing of FMCG sector.
- Experience in dealing with Employee Relations issues.
- Experience in working in a multi-cultural environment

Relationships (e.g. Procurement Department, Finance Department etc.)

All departments within the Group

Physical Conditions (e.g. Shift Work, Office hours etc.)

Office hours

To apply: Send your CV to Nadine Cilia on kphhr@kphfeedmill.com.mt with subject title 'HR Executive'.

All applications will be handled with strict confidentiality.

Deadline: Monday 6th January 2025