



2021

2022

2023

**BEST FINANCE COMPANY**



JOIN OUR TEAM

**VALLIBEL FINANCE**

## **Executive – Human Resources**

### **Job Summary:**

We are looking for a detail-oriented and tech-savvy individual to join our HR team. The successful candidate will manage and support the Human Resource Information System (HRIS), ensuring the system operates efficiently and is aligned with the company's HR needs. This role requires a strong understanding of HR processes, data management, and system administration.


### **Key Responsibilities:**

- Administer and maintain the HRIS system, ensuring data accuracy, integrity, and security.
- Generate and analyze HR reports, providing insights to support decision-making processes.
- Manage employee data in the HRIS, including updates related to hiring, promotions, transfers and terminations.
- Troubleshoot HRIS issues and work with IT or vendors to resolve system-related problems.
- Manage the day-to-day operations of the Learning Management System (LMS), ensuring content is up-to-date and accessible.
- Assist in organizing employee training programs and development initiatives.
- Contribute to the implementation of employee engagement initiatives and HR projects.

### **Required Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or full or part qualifications in CQHRM.
- 8 years of experience in human resources preferably in administrating a HRIS.
- Excellent written and verbal communication skills.

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