Directeur Des Ressources Humaines

H1X 1V8 (québec) Canada · Plus de 10 ans d'expérience · Réf. 1405191541

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : france et étranger
Rémunération : a étudier
Secteur : Bâtiment

Formations

québec algeria cité oulami ahmed bt f1 &#; 34 ouled fayet a0lgiers algeria landline

Expériences professionnelles

Chef / Cheffe de projet Maîtrise d'Ouvrage des Systèmes d'Information (MOA)

human resources administration site manager april 03 oct 04 algerian company of realization of industrial projects hassi messaoud www.sarpi dz.net ðü hr procedures implementation (recruitment, performances appraisals, training…etc). ðü satisfying of the process recruitment needs. ðü in charge of many hr projects (job description, performance evaluation, compensation. ðü update and elaborate the monthly hr balance sheet, annual social balance sheet. ðü ensure follow up of the occupational health and safety ðü maintain a good social climate inside the plant, and ensure negotiation with labour union. ðü following up the legal affairs; ðü supervision of expatriate administration within algeria human resources and administration director march 01 march 03 etewa spa, algiers algeria ðü human resource procedures implementation (recruitment, performances appraisals, training…etc). ðü identifies legal requirements and government reporting regulations affecting human resources functions. ðü studies legislation, arbitration decisions, and collective bargaining contracts assess industry trends. ðü satisfying of the process recruitment needs. ðü update and elaborate the monthly hr balance sheet, ðü approving and controlling all company hr expenses. ðü update the company internal regulation. ðü recommend a new collective labour and discuss it with the labour union. ðü following up the legal affairs; ðü manage the general services department (purchasing, negotiation with suppliers) human resources manager, nov 98 mars 01 simedal spa algiers algeria ðü human resource procedures implementation (recruitment, performances appraisals, training…etc). ðü satisfying of the process recruitment needs. ðü supervise the personnel files administration. ðü update and elaborate the monthly hr balance sheet, ðü implement the employees training needs and benefits ðü update the company internal regulation. ðü following up the legal affairs; ðü manage the general services department (purchasing, negotiation with suppliers personal manager, dec 93 nov 98 dhwa, algiers algeria ðü human resource administration, payroll and salary control. ðü supervise the personnel files administration, and following up the legal affairs; ðü budget preparation ðü preparation the administration count, and ensure meet the count court requirement.

Planneur / Planneuse senior

human resources plant manager oct 04 jan 07 algerian cement company, m'sila (east of algeria) www.orascomci.com ð§ human resource procedures implementation (recruitment, performances appraisals, training…etc). ð§ meet with and assist team leaders in planning and directing activities, explaining and implementing decisions, and resolving significant issues involving team members. ð§ prepares budget of human resources operations. ð§ in charge of many hr projects (job description, performance evaluation, compensation policy. ð§ supervise the personnel files administration (payroll, social insurance, employments contract …etc. ð§ update and elaborate the monthly hr balance sheet, annual social balance sheet. ð§ ensure follow up of the occupational health and safety ð§ maintain a good social climate inside the plant and ensure negotiation with the labor union. ð§ advises management in appropriate resolution of employee relations issues. ð§ following up the legal affairs; and expatriate administrative files. ð§ follow up the company expansion in another location in algeria by ensuring hiring new staff

Spa Manager

human resources and administration director feb 07 july 10 sgs qualitest algeria spa www.sgs.com ð§ ensure human resource manual implementation and updating. ð§ recommend, develop, interpret and clarify human resources procedures and policies. ð§ assist in hiring, including developing job descriptions, job advertisements, screening and interviewing candidates. ð§ technical staffing services, hiring people for our affiliate needs in uae and arab peninsula. ð§ plans and conducts new employee orientation foster positive attitude toward company goals. ð§ prepare and maintain accurate records, files and reports, including

responsibility for maintaining personnel records. ð§ following up the human resources project launched by the corporate human resources in geneva. ð§ identify the training needs of division staff and design annual training plan. ð§ implement of salary compensation, benefits structure in line with the local practices and the group's guidelines ð§ plans and maintains local hr budget and identifying annual increase levels in salaries. ð§ develop, implement and participate in employee recognition programs. ð§ monitor and ensure understanding and implementation of the group code of ethics ð§ provide information and understanding needed achieve goals and objectives ð§ maintain knowledge of and ensure compliance with employment related laws and regulations. ð§ ensure build a strong relation with the local labour authorities in the south of algeria. ð§ ensure the annual balance sheet, and performance indicators implementation.

Assistant / Assistante de gestion en ressources humaines

human resources generalist jan may novitek international montreal canada ð§ coordinate the staffing process, organize and conduct the interviews, new employees integration ; ð§ inform employees and supervisor's on the company policies and the human resources procedures, ð§ perform the tasks and activities related payroll; ð§ manage administrative insurance files (deductions, rebates ... etc..) ð§ updating databases and files management; ð§ prepare the communication tools like reports, manuals, and presentations.

Gérontologue

human resources advisor oct jan cedrom sni montreal canada ð§ human resources procedure implementation. ð§ recommend a new employee guide. ð§ procedures and human resources tools and policy auditing.

Langues

Français (maternelle)

Compétences

Technically proficient in Microsoft Office Suite (Word, Excel)and payroll and HR software

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.