

WE ARE HIRING!



Senior HR Executive

SLIBTEC is a high-tech ecosystem fostering innovation through cutting-edge technologies, dedicated facilities, and a vibrant research culture. It provides a linear research and development manufacturing platform for the biotechnology business.



Responsibilities

- HR Management Role Overview
- Manage recruitment process, including efficient and timely advertising, shortlisting, and interviews.
- Ensure effective pre and post-recruitment formalities for smooth recruitment and onboarding.
- Orient new recruits to the organization and its activities.
- Ensure accurate and current employee information for management information reporting.
- Act as a single point of contact for employees and managers, improving work relationships, morale, productivity, and retention.
- Identify and provide necessary staff training, coordinating with department heads.
- Maintain organizational structure by updating job requirements and educating JD writers.
- Ensure legal compliance with subcontracted workers and compliance with local labour laws.
- Manage the company's performance management system, providing awareness and effective follow-up.
- Oversee HR areas like grievances, disciplinary issues, engagement activities, and offboarding process.
- Perform additional duties as requested by management.

We are looking for

- Bachelor's degree /Professional Qualification in Human Resources Management from a recognized university
- 5 years of related experience in a similar role
- Demonstrated ability to work independently in a fast-paced environment, manage multiple concurrent tasks, meet critical deadlines and effectively manage changing priorities while maintaining professionalism.
- Demonstrated ability to work collaboratively with individuals from a variety of backgrounds and all levels of personnel within the organization including senior management.
- Good computer skills with knowledge in software such as Microsoft packages
- Good written and oral communication skills.
- Good interpersonal skills

Please email your CV including two non-related referees, mentioning the position in the subject line, before
16th September 2025.

E-mail: slibtec@gmail.com