



## **Job Description – HR Manager**

Mise En Place Ltd. is a family-owned company with a mission to execute excellence and consistently deliver the highest quality catering in the Cayman Islands. Every day, we aspire to “do it better”

We're on the lookout for an experienced, people-focused HR Manager to help us create a great place to work. This is a hands-on, varied role where you'll support our teams, lead key people initiatives, manage multiple projects, oversee immigration processes, own the employee lifecycle, and work closely with managers to build a strong culture and ensure our employees feel supported. If you thrive in a fast-paced environment + enjoy working across the full employee lifecycle, you'll fit right in!

### **What you'll be doing:**

- Acting as a go-to HR partner for managers and teams, offering practical advice and support
- Guiding managers through employee relations issues and performance conversations in a fair, consistent, and legally compliant manner
- Managing immigration processes, including work permit applications, renewals, and liaising with WORC
- Ensuring compliance with local labour and immigration laws, including maintaining accurate employee records and reporting
- Reviewing and updating HR policies and procedures in line with Cayman Islands labour and immigration laws
- Managing the end-to-end employee lifecycle, including onboarding, offboarding, and all related processes
- Leading payroll and benefits administration in coordination with internal teams and external providers, ensuring accuracy, confidentiality, and compliance
- Administering employee benefits programs, including health insurance, pensions, and leave policies
- Shaping and delivering initiatives related to learning and performance
- Managing and implementing employee engagement initiatives, including surveys, recognition programs, team events, and internal communications
- Leading and managing end-to-end recruitment processes, from workforce planning to onboarding
- Ensuring the effective use and continuous improvement of the HRIS, maintaining accurate records and leveraging data for insights and reporting

### **What we are looking for:**

- Proven HR experience, with at least 5 years in a generalist HR role
- Bachelor's degree in Human Resources, Business Administration, or a related field



- Proficiency with HRIS platforms (e.g., Workday, BambooHR, or similar)
- Strong understanding of local legislation related to HR, including Labour Law, Immigration Law, Health Insurance, and Pensions Law
- Confidence in advising on a wide range of people matters
- Excellent interpersonal, communication, and leadership skills
- High attention to detail, confidentiality, and the ability to prioritise in a fast-paced environment
- A high level of dependability, initiative, and self-motivation
- Experience in food & drink, retail, or FMCG is helpful but not essential

Sounds like the right role for you? Hit the apply button!

All qualified applicants should visit the following link to apply:

<https://miseenplace.bamboohr.com/careers/67>