



Job Description – Human Resources Manager

Reporting directly to the (MEPGM) and using the Mise en Place (MEP) Mission as a guide, the objective of the Human Resources Manager is to provide comprehensive Human Resources services and support to both the MEPM, all Divisional Managers, and all MEP Ltd. staff.

Requirements:

- A degree in HR Management or a related field.
- Seven years of experience in progressive HR responsibilities with in-depth disciplines, especially employee relations, recruitment, and leadership support.
- Working knowledge of local legislation relating to HR, including the public Law, Labour Law, Immigration Law, Health Insurance and Pensions Law, and Gender Equality Law.
- Broad knowledge and experience in compensation, organizational planning, employee relations, and training and development.
- Strong relationship management and communication skills with Managers and staff at all levels.
- Proficiency in MS Word, Excel, and web-based research tools.
- Manage the Human Resources Information System (HRIS).

Responsibilities

- Support all team members and assist them in achieving goals dictated by the Manager using the Mise en Place Ltd. Mission as a guide.
- Monitor, process, and submit all company work permits in a timely fashion.
- Assist the MEP and divisional Managers in achieving labor budget targets.
- Advertise all company positions with the WORC/JOBSCAYMAN PORTAL and local newspaper, to comply with work permit and Immigration regulations wherever required.
- Monitor and process all company benefits including timely registrations and terminations of both health insurance and pension benefits.
- Provide advice to both staff and management to achieve and maintain compliance with all HR-related laws in the Cayman Islands.
- Payroll, HR records, and database maintenance.
- Maintenance, registration, and timely renewal of all company licensing including, but not necessarily limited to, Trade and Business Licenses and Liquor Licenses.
- Preserve and maintain the spirit and integrity of Mise en Place Ltd. by developing, implementing, and enforcing proactive measures.
- Assist in the development and training of all team members.
- Draft and update Employment Contracts and Warning Letters as required.
- Keep the MEPM fully informed of all matters of significance and take prompt corrective action where necessary or suggest an alternative course of action.
- Create a fun and positive working environment by building morale in all team members.
- Be an ambassador to the company – always provide a favorable image of Mise en Place Ltd. to promote its objectives and enhance public recognition of all its areas of endeavor.
- Maintain a favorable working relationship with all other team members and guests to foster and promote a harmonious working climate that maximizes morale, productivity, and efficiency.
- Any other HR-related matters.



Company Benefits:

Health Insurance, Pension – Uniforms – Lunch.

Compensation:

Based upon experience.

Other requirements:

Applicants must have a no-convictions police record.

A minimum of 5 successful years working in a high-volume kitchen environment.

Applicants must be able to demonstrate their acquired skills upon request.

Qualified Caymanians and PR Holder are strongly encouraged to apply and will receive priority for consideration.

How to Apply:

Qualified applicants can visit the following link to apply:

<https://miseenplace.bamboohr.com/careers/12?source=aWQ9Nw%3D%3D>
