



Job Description – Human Resource Manager

Mise en Place Ltd. is a family-owned company; our mission is to continually grow our customer base with a focus on quality and sustainability. Join our team as we help make Cayman a tastier and greener place to be.

Reporting directly to the General Manager 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 MEP General manager, all Divisional Managers, and all MEP Ltd. staff.

Requirements:

- A degree in HR Management or related field.
- Seven years' 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 Act, Immigration Transition Act, Health Insurance and Pensions Act, and Gender Equality Act.
- 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 to achieve goals dictated by the General Manager using the Mise en Place Ltd. Mission as a guide.
- Monitor, process and submit all company work permits in a timely fashion.
- Keep and maintain current records of all company work permits and alerts for timely processing.
- Assist the MEP and divisional Managers in achieving labor budget targets.
- Proactive recruitment as determined with divisional managers.
- Advertise all company positions with the WORC/JOBSCAYMAN PORTAL and local newspaper or appropriate social media, to comply with WORC/Immigration regulations wherever required.
- Collaborate with marketing and management to recruit suitably experienced and qualified new team members and produce inviting and standardized postings for all company positions that are suitable for both immigration and recruitment purposes.
- Respond to all employment applicants and filter applicants using BambooHR hiring portal. Provide applicants who make direct contact with appropriate current job posting links on the portal. Respond to all applicants before closing or marking a position filled.
- 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 with the objective of achieving and maintaining compliance with all HR-related laws in the Cayman Islands.
- Payroll, HR records, and database maintenance including documentation for opening payroll bank account with CNB.
- Maintenance, registration, and timely renewal of all company licensing including, but not necessarily limited to, Trade and Business Licenses and Liquor Licenses.
- Maintenance, registration, and timely renewal of company Business Staffing Plans, including BSP 2522 for Mise en Place Ltd and making new applications for Mise en Place Ltd T/A School Catering.



- With management team, plan for company's future staffing requirements and set the necessary job titles and number of individuals required for each position.
- Maintenance, registration, and timely renewal of all company documents, including, but not necessarily limited to, Annual Returns and Company Resolutions
- Forward thinking adjustments to company immigration applications. Ensure permits are shared when appropriate, file job title amendments and rectify misassigned permits to the correct Trade and Business License. Job title Amendments:
- 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, Job Description, Employee Handbook and Warning Letters as required.
- Further utilize BambooHR for:
 - Employee Self-service options (E.g. Self Service Employment Reference Letter or Employment Certificate Document),
 - Further develop utilizing Hiring Portal
 - Review various BambooHR tabs and work on improvements (E.g. Immigration and Uniform tables)
 - Implement onboarding and offboarding
- Any other HR related matters

Benefits:

Health Insurance, Fuel Allowance, Pension Contributions and Daily Lunch.

How to apply

Caymanians and PR Holders are strongly encouraged to apply and will receive priority for consideration. Only those persons shortlisted will be contacted.

All qualified applicants should visit the following link to apply:

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