



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.

Qualified applicants are encouraged to submit a cover letter and updated resume to HRMANAGER@CATERING.KY