

# HR Manager

“Streamlining Success, Empowering People.”

**POSITION REPORTS TO:** Managing Director

**Company:** Nordic Homeworx

**Location:** UAE (Dubai)

## Company Overview:

Nordic Homeworx is the exclusive distributor of Kährs, a renowned Swedish flooring brand, in the United Arab Emirates. We specialise in providing high-quality, sustainable flooring solutions to residential and commercial clients across Dubai and beyond. With a commitment to excellence and a passion for delivering exceptional service, Nordic Homeworx is dedicated to enhancing living and working spaces through beautiful, durable flooring solutions.

## Position Overview:

As an HR Manager at Nordic Homeworx, you will be instrumental in shaping and executing our HR strategy. You will oversee all HR functions, ensuring alignment with business objectives and fostering a culture of excellence. Your role will involve managing talent acquisition, employee relations, performance management, training and development, compensation and benefits, and compliance. You will lead and mentor the HR team, ensuring effective implementation of HR initiatives that drive organisational success.

## Key Responsibilities:

Strategic HR Leadership:

- Develop and implement HR strategies aligned with the company's goals and objectives.
- Provide leadership and guidance to the HR team, ensuring the effective delivery of HR services.

Talent Acquisition and Onboarding:

- Oversee the recruitment process, ensuring the attraction and retention of top talent.
- Develop and enhance onboarding programs to ensure smooth integration of new employees.

Employee Relations and Culture:

- Foster a positive and inclusive company culture.
- Address employee concerns, resolve conflicts, and promote open communication.
- Plan and organise company events, team-building activities, and recognition programs.

#### Training and Development:

- Identify training needs and coordinate the development and implementation of training programs.
- Promote continuous learning and career development opportunities.

#### Performance Management:

- Oversee the performance management process, including goal-setting, performance reviews, and development plans.
- Provide guidance and support to managers on performance-related matters.

#### Compensation and Benefits:

- Manage compensation and benefits programs, ensuring competitiveness and compliance.
- Regularly review and recommend enhancements to the company's benefits package.

#### Policy Development and Compliance:

- Develop and implement HR policies and procedures in compliance with legal standards.
- Ensure consistent application and understanding of policies across the organisation.
- Stay updated on UAE labour laws and regulations, ensuring the company's compliance.

#### Metrics and Reporting:

- Establish and maintain HR metrics to measure the effectiveness of HR programs.
- Provide regular reports and analyses to senior management.

### **QUALIFICATIONS / KEY SKILLS REQUIRED:**

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 5+ years of proven HR experience in the UAE
- Strong knowledge of HR policies, procedures, and best practices.
- Excellent communication and interpersonal skills.
- Proven experience with training and team development.
- Strategic thinking and the ability to align HR initiatives with business objectives.
- Experience in developing and enhancing company culture and engagement.
- Proficient in Google Workspace applications and HRIS (ZenHr is desirable).
- Fluency in both written and spoken English is required.

### **Why Join Us?**

**Work-Life Balance:** We understand the importance of balancing a fulfilling career with personal and family life, which is why we're open to offering this role on a part-time basis. This flexibility allows you to work around the people and activities that matter most to you, ensuring you can have both a rewarding career and a fulfilling life outside of work.

**Family-Oriented Environment:** As a family-owned business, we cultivate a warm and supportive atmosphere. We value personal connections and ensure that everyone feels valued and respected.

**Growth Opportunities:** We are committed to your professional development. Benefit from ongoing training and mentoring, with clear pathways for advancement, including opportunities to move into senior leadership roles.

**Competitive Compensation Package:** We offer a competitive salary, performance-based bonuses, and comprehensive benefits, including health insurance and annual leave ticket.

**Work Culture:** Join a company where collaboration, and mutual respect are at the core of everything we do. Our inclusive and diverse team is dedicated to maintaining a positive and encouraging work environment.

**Long-Term Stability:** As a well-established business with a strong market presence, we offer long-term job security and the opportunity to grow with us as we continue to expand.

**Meaningful Work:** Be a part of a company that is passionate about sustainability and making a positive impact in our community and industry.

At Nordic Homeworx, we offer more than just a job; we offer a rewarding career in a collaborative and innovative environment. You will have the opportunity to work with a diverse team of professionals who are passionate about delivering excellence in everything we do. As an HR Manager, you will have the chance to make a meaningful impact on our organisation and contribute to our continued success.

#### **How to Apply:**

If you are ready to take the next step in your HR career and join a dynamic team that values creativity, innovation, and excellence, we want to hear from you! Please submit your resume and cover letter outlining your qualifications and why you are the perfect fit for the HR Manager position at Nordic Homeworx to [careers@nordichomeworx.com](mailto:careers@nordichomeworx.com). Join us in shaping the future of wood flooring solutions and making a positive difference in the lives of our clients and employees. Apply now!