

HR Director

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Company: Top Notch Consultancy

Location: Saudi Arabia

Category: other-general

Our client is a leading contracting company **Jeddah, Saudi Arabia** seeking a skilled and experienced **HR Director** to join their team. As the HR Director, you will be responsible for overseeing all aspects of human resources management and driving HR strategies to support the achievement of organizational goals.

Responsibilities:

Develop and implement HR strategies, policies, and programs aligned with the organization's overall goals and objectives.

Oversee performance appraisal and performance management processes to ensure fair and effective evaluation of employee performance and the development of action plans for career growth.

Provide guidance and support to managers and employees on employee relations matters, ensuring compliance with relevant employment laws and regulations.

Lead the development and implementation of HR policies and procedures to ensure consistent and fair treatment of employees and compliance with legal requirements.

Oversee payroll administration, ensuring accurate and timely processing of payroll and compliance with payroll-related regulations.

Lead the recruitment and selection process, including job posting, candidate screening, interviewing, and selection, to attract and retain top talent.

Work closely with the leadership team to develop and implement HR strategies that support business objectives, including talent management, succession planning, and organizational development.

Act as a strategic partner to the executive team, providing HR insights and recommendations to support decision-making and drive organizational performance.

Ensure HR practices are in line with local employment laws and regulations and provide guidance on legal compliance matters.

Foster a positive work environment, promoting employee engagement, and implementing initiatives to enhance employee satisfaction and retention.

Requirements:

Bachelor's degree in Human Resources, Business Administration, or a related field.

Fluent in both English and Arabic languages (spoken and written).

20+ years of progressive HR experience, with at least 5 years in an HR Director role.

Strong knowledge of HR principles, practices, and employment laws.

Proven experience in performance management, talent acquisition, employee relations, and HR policy development.

Strategic mindset with the ability to align HR initiatives with business objectives.

Excellent communication and interpersonal skills, with the ability to engage and influence stakeholders at all levels of the organization.

Strong leadership and people management skills.

Ability to handle confidential and sensitive information with the utmost discretion

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