

Human Resources Manager

Department: Business

Status of Hire: Overseas Direct Hire (ODH)

Reports to: Chief Financial Officer

Objective:

The Human Resources Manager (HRM) organizes and monitors the day-to-day personnel functions in the Human Resources office. In addition, the HRM manages, develops, and maintains personnel processing functions and activities, including recruitment, screening, credentialing, and position control. The HRM assists with the planning, developing, and maintaining of a comprehensive personnel record management, storage, and retrieval system. The HRM assists in supervising clerical personnel as applicable and performs other related duties as required.

Minimum Qualifications:

- Degree in Human Resources Management, Business or related field
- 5 years experience in general HR/Organizational Management including knowledge of labor laws, immigration laws, and other HR policies/regulations
- Efficiency in computer skills (Excel, Word, Power Point) and technical aptitude for other systems
- Strong interpersonal skills; demonstrated ability to work effectively with the administration team, to build trust and foster a positive relationship with colleagues
- Experience leading projects that require collaboration with colleagues (inter and intra-departmental) for school wide initiatives and goals
- Ability to communicate to peers, effectively present information and respond to questions from groups of teachers or on an individual basis
- Ability to build professional relationships, solve problems, plan collaboratively and provide feedback effectively
- Strong verbal and written communication skills with English proficiency; ability to communicate clearly and concisely
- Strong analytical, critical thinking, and problem solving skills
- Flexible and able to work in a demanding environment
- Committed to continuous personal and organizational development

Preferred Qualifications:

- Master's degree (or equivalent work experience) in related field of study
- Prior effective experience working with ethnic Koreans preferred
- Experience with developing and maintaining a HRIS

Responsibilities:

Human Resources

- Assists with the identification, development, and implementation of the goals and objectives with regard to personnel management
- Actively involved in staff recruitment/induction/orientation and performance management
- Maintains employee files, a report of licensure needs, continuing education units, additional degrees attained, teacher appraisals, and professional portfolios
- Assists the CFO by collecting and analyzing comparative personnel data including statistical and compensation surveys and reports
- Responsible for maintaining health, life, and disability insurance lists and to notify the CFO when changes are required
- Initiates the planning, organizing, and implementation of the school's recruitment program in coordination with the YISS Leadership Team
- Maintains and nurtures a list of potential candidates for YISS
- Assists and guides employees with regard to school policies, regulations, and procedures
- The HR Manager will advise and assist staff, employees, and prospective staff on issues of service conditions, salaries and benefits and liaise with external agencies, partners and stakeholders on statutory requirements and other matters of HR management.
- Monitors, assists, and advises staff regarding credentials and informs administrators of credential changes
- Forms the first line of contact for HR/Personnel issues to include maintenance and completion of necessary paperwork requirements, as well as address other adjustments and expectations of moving and living overseas
- Provides counsel, as needed, to classified employees to resolve complaints and other matters relating to personnel management
- Assists the school in developing an effective exit strategy for departing employees and full evaluation and reporting of reasons for departure with the goal of enhanced retention
- Assists with the development and monitoring of office routines to insure accuracy and consistency in compliance with laws and established standards
- Establishes annual goals, objectives, and indicators of job attainment
- Provides timely and effective communications regarding incidents and/or situations that might impact the school

Onboarding

- Assists with employee transition into the school via orientation to the country and school once in country
- Coordinates and monitors the school's new teacher onboarding program including clear credentialing requirements. Facilitates the induction of new employees to the school, culture, and ethos via a structured plan over the course of the first contractual period
- Assesses the success of the previous years' induction plan based on staff input
- Is a continued source for information and solutions regarding living overseas as well as living and working within the YISS environment

Housing

- Works with the CFO, housing coordinator, and expatriate faculty and staff on issues regarding YISS provided housing
- Develops and monitors strategies for providing housing for expatriate faculty

Other

- Development of HR information systems will be a key responsibility, linked to strategies for individual growth
- Serves as part of the Member Care Team at YISS
- Serves as Crisis Response Team coordinator and point person for emergency procedures
- Oversees the annual staff events such as Christmas dinner and spring picnic
- Fulfills HR functions as needed by the Korean Ministry of Education

Team Responsibilities:

- Participate in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions
- “Customer-oriented” leader with an ability to empathize with colleagues while supporting school-wide policies and maintaining a school-wide perspective.
- Demonstrate a commitment to professional growth and ethical standards to advance the school’s mission, goals, and policies
- Collaborate and facilitate good working relationships with staff to further develop a positive organizational culture
- Establish, maintain and enhance effective communication with administrators, teachers, and other stakeholders
- Perform other duties as required by supervisor

Contractual Requirements:

The Human Resources Manager position is a 12 month contract and will be expected to be available beyond the “academic” year to help facilitate the needs of onboarding and staff orientations.

All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children’s photographs, and identifying information.

Application Process:

Candidates who would like to apply for the Human Resources Manager position should send a cover letter and up-to-date CV to human.resources@yisseoul.org. The deadline for applying for this position is April 30, 2022. Applicants are encouraged to apply as early as possible as YISS reserves the right to appoint a candidate for the position as soon as a suitable candidate is identified (prior to this date).