

## **RH COORDINATOR - M/F** **Fr/En**

Offer reference 0034hrc\_mp

### **ONE SA IS RECRUITING IN CAMEROON**

**apply to : [direction@one-saholdings.com](mailto:direction@one-saholdings.com)**

The HR Coordinator, who will play a critical role in managing the human resources aspect of this major iron ore mining project. The professional will be responsible for coordinating all HR functions, including recruitment and onboarding, talent management, policy implementation, and managing employee relations.

#### **Key Responsibilities :**

- Collaborate with department heads to understand their hiring requirements and execute the recruitment process accordingly.
- Oversee the onboarding process for new hires to ensure a smooth transition into the company.
- Assist in the development and implementation of HR policies and procedures in line with the project's goals, ensuring compliance with local, state laws.
- Manage employee records, ensuring confidentiality and compliance with data protection laws.
- Act as a point of contact for employees for all HR-related queries and grievances, providing prompt and reliable solutions.
- Coordinate with third-party vendors and subcontractors for talent management and other HR-related services.
- Develop and maintain a salary chart to ensure competitive and fair compensation across all roles and departments.
- Organize and manage HR projects and events as needed, such as training sessions or employee engagement activities.
- Work closely with the logistics and mining department to ensure safety and welfare of the employees, especially considering the two-phase development plan of the Project.

#### **Qualifications :**

- Bachelor's degree in Human Resource Management or a related field. A Master's degree or relevant certification would be an advantage.
- Proven experience in an HR coordinator role, ideally within the mining industry or similar field.
- Excellent spoken and written French and English
- Strong understanding of HR functions and best practices.
- Proficiency in HR software systems and MS Office Suite.
- Excellent communication and negotiation skills.
- Exceptional organizational and multitasking abilities.
- Ability to handle sensitive information with discretion and maintain confidentiality.

#### **Personal Attributes :**

- Detail-oriented with a high level of integrity.
- Strong team player with the ability to work with a diverse team.
- Proactive in identifying issues and implementing solutions.
- Strong customer service mindset with a focus on employee satisfaction.

The HR Coordinator will work closely with the HR department and other functional teams to ensure a positive and engaging work environment, contributing to the overall success of the Project.

***PS : salary and benefits according to profile***