

## Supervisor - Human Resources Management

Job Title	Supervisor		
Division	Human Resources and Administration Division		
Department	Human Resources Department		
Section	Human Resources Management		
Location	Head Office	Direct Reports	
Reports To	Manager Human Resources	Version Number	1
External Relations		Guide Number	7026
Internal Relations	All departments	Job Code	

### Basic Function

Supervise in provision of a high-quality, comprehensive payroll service and ensuring salaries and expenses are paid within the regulatory framework. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### General

- Ensure accuracy of employee data in system and update employee files accordingly.
- Manage company-approved budget within payroll, including Merit Increase, promotion, transfer, relocation.
- Verify manpower report in accordance with time attendance machine.
- Rectify annual leave settlements.
- Ensure the update of new recruits.

#### Payroll

- Prepare and process weekly / monthly payroll and payments; ensure timely and accurate payroll payment by following up and coordinating with bank.
- Prepare salaries for Outsourced Handlers & Summer Trainee Students. Check and process employee fixed earnings, as well as additional and deductions, ensuring they are properly approved and in accordance with the company policy.
- Prepare bi-annual/semi Sale Company bonus update in payroll.
- Review and calculate overtime payments.
- Prepare EOSB (End of Service Benefits) case-by-case termination/resignation in accordance with Saudi Labor Law.
- Capture and update employee personal information on payroll system.
- Accurate calculation of normal time, overtime and leave pay.
- Payroll to be on time (New recruits/Outsourced/SMSA employees)
- Prepare on hold salary report
- Maintain salaries through bank

## Employee Affairs

- Ensure the process of external and internal loan, as well as bank loan letter updates.
- Maintain all the records of loans, orders, cash / cheque payments to employees.
- Manage vacations and related document processing to ensure all employees receive their annual holidays as per entitlements and receive valid travel documents.
- Plan, direct, supervise, and coordinate work activities of staff relating to employment, labor relations, and employee relations.
- Collect the probation period form for all the new hired employee.
- Process payroll, annual leaves, bank loan letters, new recruits updates.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Manage employee medical insurance according company policy and procedures

## Reports

- Provide various statistical reports to Personnel Manager as per requirement and business needs.
- Ensure the Update of all disciplinary action report in payroll system, including warning letter, to be linked with employees merit increase and company bonus.

## Personnel

- Conduct periodic performance evaluation of direct reports and ensure that all department staff is evaluated in accordance with HR procedures.
- Prepare and follow budgets for personnel operations.

## EHS

- Coordinate and participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

## Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.

- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical	
Behavioral Competence	
Adaptability	Level 3
Networking/Relationship building	Level 3
Resource Management	Level 3
Technical Competence	
Compliance Management Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate

Competencies – EHS	
Knowledge of basic environment health and safety requirements EHS corporate objectives awareness Awareness of EHS requirements in the QEHS management systems Have attended EHS awareness training (if applicable) Awareness of Environment Health Safety incident reporting	

Organizational Competencies	
Intermediate	
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>	

Decision Making	

Key Performance Indicators (KPIs)	
Abide by the goal setting forms (Individual KPI'S) of the current financial year	

Qualification : Education and Experience	
Bachelor's Degree (Preferred specialization in their field of work).( Those in finance/ accounting jobs must be a CPA or equivalent.), At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.	
or	
Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Supervisory position	
or	
Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-05 position	
*Note: Industry Experience wherever its applicable	

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Updated by:	Date:	Approved by:	Date:
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<b>Employee Name:</b>

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>