

HR Manager/ Business Partner

Dinex Turkey

Do you want to join our growth journey? Are you ready to walk the extra mile to create results in a global and dynamic company? Dinex Turkey is looking for a HR Manager/ Business Partner, based in or willing to live in Çorlu, Çerkezköy locations, who will promote a positive trend in all business related HR KPI's to ensure a stable workforce and healthy work environment. The position holds many personal and professional development opportunities and for the right candidate great career opportunities in an exciting global environment.

Qualifications

- Bachelor degree, with 3+ years related HR Management experience in manufacturing industry
- General knowledge of HR functions including, but not limited to, compensation, benefits, employee relations, staffing and HR practices and policies
- Excellent leadership, problem solving, facilitation and interpersonal skills
- Demonstrated sound problem solving and decision-making skills based on analysis and evaluation
- Experience in effective resolution of employee issues, strong facilitation skills, and counseling skills
- Resourceful, innovative, and persuasive
- Demonstrated integrity and ability to deal confidentially with information and issues
- Flexibility to quickly shift priorities and juggle simultaneous requirements

- Demonstrated ability to build relationships at all levels of the organization
- Demonstrated ability to work independently, take initiative and follow up on assigned projects
- Fluent in oral and written English and Turkish

Main Function

You will be responsible for the implementation of processes and metrics that support the achievement of the organization's business goals.

You will coordinate the implementation of people-related services, policies, and programs through the General Manager to whom the position reports legally and through the Vice President of HR in the Group to whom the position reports functionally.

You will be part of the local Core Management Team.

The Dinex Group is a leading global manufacturer and distributor of innovative engineered exhaust and emission control products and solutions for the heavy duty and gas engine industry. Today, the Dinex Group, headquartered in Denmark, operates through 16 companies and employs approximately 1400 dedicated people worldwide. The Dinex Group is present in 14 different countries with production and sales facilities in Denmark, UK, Finland, Germany, Latvia, USA, Turkey, Russia and China. Additionally, the Dinex Group has sales companies in Spain, Italy, France, Germany, UK, Poland and Serbia.

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Roles & Responsibilities

- Working closely with various departments, taking over a consultancy role, assisting line managers to understand and implement policies and procedures
- Promoting equality and diversity as part of the culture of the organization
- Recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, performing search processes (LinkedIn, CV data bases), checking application forms, shortlisting, interviewing, testing and selecting candidates
- Developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Preparing local staff handbooks
- Advising on pay and other remuneration issues, including promotion and benefits
- Undertaking regular salary reviews
- Negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions
- Interpreting and advising on employment law in corporation with assisting HR specialist
- Developing and implementing of HR templates in accordance with strategies / GamePlan

HR Group Activities

The position is part of Dinex HR Core Group which includes discussing on global initiatives and collaborative projects across sites, alignment of HR strategies and follow-up on execution, internal training in policies, procedures and management.

Success criteria

We value personal and authentic management style that contains words like action, motivation, feedback, teamwork and humour. Besides that, successful candidate for the position will:

- Achieving targets by setting a strong example of 'get it done' approach and mindset
- Building high-performance teams
- Proactively promoting a KPI driven approach to improvements of all significant HR KPI's such as e.g. sickness rate, low vacancy and turnover, salary and motivation systems

Interested?

In case you have any questions, feel free to contact, General Manager Dinex Turkey Meryem Seker telephone 0090 282 736 4040 or e-mail mym@dinex.com.tr.

If you feel that you possess the necessary skills, we look forward to hearing from you. Please send your application in English to e-mail HR@dinex.dk.

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