



## **RETIRED HUMAN RESOURCE TRAINER NEEDED.**

### **Job summary**

The human resource (HR) trainer will be tasked with coming up with a training program for current employee handling the HR department such that he can get well conversant with the practices of the department. A retired human resource personnel is highly recommended for this position.

### **Key Training areas:**

#### ***Laws and Practices that Comply: How to Stay on Top of Federal Rules and Regulations***

- Smart practices to keep your organization out of legal trouble and minimize liability.
- Are your current practices legally sound? How to troubleshoot potential legal hot spots and avoid the courtroom.
- The employee manual – rules for must-have content (and guidelines on what to leave out!).
- Tips for educating employees on written – and unwritten – company policies.
- The training every employee must receive to ensure safe and legal procedures within your organization.

#### ***Safe Hiring and Firing Practices: Critical Legal Issues for All HR Professionals***

- Legal Hiring Practices: What you may and may not ask in an interview (and why).
- Interview questions and techniques that will yield the best hires.
- Before you make the offer – a checklist of steps every HR professional must take before hiring.
- References, background checks– the legally safe way to get the information you need.
- The essentials for coaching, counseling and disciplining employees.
- How to conduct an effective, motivating, legally sound performance review.
- Guidelines for legal termination of an employee.
- Legally correct documentation and how long to keep information in the employee file.



### ***Benefits Administration: Policies and Procedures to Help You Help Your Employees***

- Types of benefits and how to educate employees on their eligibility.
- Training methods to familiarize your employees with available benefits so they'll understand and participate.
- Know the differences between exempt and non-exempt classifications, and wage and hour basics.
- Types of signage you must display in your business and why.
- Steps to take when benefits change, for the better or the worse.
- Ways to get employees to see the HR department as a positive resource.

### ***Record Keeping and Records Retention: How to Create an Efficient, Effective and Legally Compliant Program***

- A list of employee records you must have access to at all times.
- Records the government requires and how to prepare for an audit.
- files: What goes in, what stays out and who has access.
- Confidentiality and the HR function – best practices of human resources professionals.
- Storage methods for keeping confidential records safe and secure.

### **NB:**

- Any trainings deemed necessary for the benefit of the HR department will be added from time to time by either the selected candidate or management.
- By the end of the whole training, the trained candidate should be able to perform the tasks of the human resource department with ease. i.e. the human resource department should be able to stand on its own without the trainer and perform all the functions it is supposed to do the way it should be.

### **Qualifications, Skills and Experience:**

- The ideal applicants for the Daks Couriers Limited Retired Human Resources Trainer job placement should hold a Master's degree and ten years relevant experience; or Bachelor's degree and 16+ years relevant experience.
- Significant exposure and experience working with HR leadership to implement process improvements, policies and HR programs is required.
- At least five years in HR experience navigating employment laws, regulations, and HR best practices is required.
- Fluent (written and spoken) English language skills are required.
- Strong communication skills (written and spoken) required.



**How to Apply:**

All candidates are strongly encouraged to send their applications and all relevant documentation to [hr@dakscouriers.com](mailto:hr@dakscouriers.com)

**Deadline:** 27th September 2017 by 5:00pm