

# HUMAN RESOURCES

## A GREAT JOB TO CONSIDER!

All businesses have people working for them and someone has to take care of all their needs as they are the most important resource of any company.

The person who looks after the 'humans' is called a **HUMAN RESOURCE MANAGER (HR Manager)**.

### THE HUMAN RESOURCE MANAGER:

This is an extremely **important position** within any company. The **main objective** of the manager is to make sure that everyone is doing what they should, to make the **business** or the company as **productive as possible**. They **plan** and **execute policies** that relate to all of the people working within the company.

As salaries are a great expense in an organisation, it is the job of the Human Resources Manager to **help make the best use of every employee's talents, skills and potential**.

They need to ensure that everyone is as **productive as they can be**. They choose the right people and make sure that they are trained **correctly** and **promoted** when they deserve to be.

### THE HUMAN RESOURCE MANAGER'S DUTIES:

Recruiting, selecting and placing new staff; training staff; acting as the link between management and workers; keeping all company records; handling grievances and improving morale within the company.

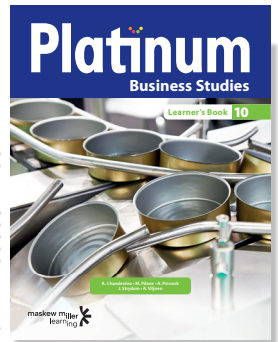
### PERSONAL QUALITIES REQUIRED:

The **HUMAN RESOURCES MANAGER** needs to be self-organised and sensitive to the needs of others.

They need to be good at communicating and relating to people and their needs.

They need to be patient, with good reasoning abilities and leadership qualities.

They must show initiative and be decisive in thought and action.



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