

IQRA National University

Department of Business Administration

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Course Title: HRM

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Assignment: Develop 2 Job Analysis specimen for any organization?

1. Job analysis specification in HRM

This job specification for a human resources director provides an example of a job specification. This job specification for a human resources director describes the requirements for the appropriate person for your role.

The job specification is a brief version of the job description and will assist you with narrowing the focal point of your meeting group when you are recruiting a worker for the job. It is additionally valuable for work postings since it encourages you focus in on the extremely basic segments of the activity.

Later, when an employee starts a new job, it's an easy document for the manager to share and use as an apparatus to make objectives and goals and set needs with the representative. The job specification document is simply commonly more receptive and usable than a full-length expected set of responsibilities.

You will also want to use this job specification on your recruiting website where intrigued forthcoming employees can peruse your key needs from the individual who takes on the job. This will permit them to decide if they have the suitable capabilities for the activity before investing the time filling an employment form and altering a resume and cover letter.

This is a kindness you can extend to job candidates who typically spend at least an hour to send a resume and a customized cover letter.

The following requirements (job specifications) were determined by job analysis and derived from the job description as crucial for success in the human resources director role. The successful candidate for the human resources director position will possess these qualifications.

Human Resources Director Experience

7-10 years of progressively more responsible positions in human resources, preferably in a similar industry in two different firms.

Experience supervising and managing a professional staff.

Experience as a trusted resource as a member of a senior level executive team.

Experience in multiple locations and globally is a plus for the HR director job candidates.

Education

Bachelor's Degree in Human Resources, Business, or a related field required.
Masters Degree in Business or Human Resources Management or a related field preferred.
SPHR designation will receive consideration but is not required.

Required Skills, Knowledge, and Characteristics

These are the most important qualifications of the individual selected as the human resources director.

Strong effective communicator in writing, business presentations and in interpersonal communication.

Highly developed, demonstrated teamwork skills.

Shows a high level of privacy in relational connection.

Displays a strange level of sound judgment in working with associates and the official group.

Experience coordinating the endeavors of a group of various HR experts.

Shown capacity to build efficiency and consistently improve strategies, approaches, and departmental commitment while remaining cost-delicate.

Exhibited promise to prove based, quantifiable HR items, administrations, and exercises.

Must show a promise to consistent learning.

Master in business law to stay with the safe from claims and has a demonstrated capacity to function admirably in discussion with a work law lawyer.

Solid duty to and enthusiasm for representative relations and correspondence.

Displayed ability to see the ground breaking strategy and give significant and indispensable direction and commitment over the association and on the senior authority group. Ability to lead in a situation of consistent change.

Experience working in an adaptable, worker enabling workplace. Organized or huge organization experience won't work here. Familiarity and skill with the tools of the trade in human resources including HRIS, Microsoft Office suite of products, file management, and benefits administration.

Experience in organization development and change management.

High-Level Overview of Job Requirements

The selected human resources director must be able to perform effectively in each of these areas:

Guides and manages the overall provision of Human Resources services, policies, and programs for the entire company.

Development of an overall HR business plan with measurable objectives and a budget.

Staffing of the HR office to successfully serve the necessities of the association.

In general ability the executives methodology and usage including workforce arranging, enrolling, talking with, employing, preparing and advancement; execution arranging, the executives advancement, and improvement; and progression arranging.

Association advancement, change the executives activities, and far reaching society and condition at work for representatives.

Administer work law consistency and consistency to administrative concerns.

Shown capability in strategy advancement, documentation, preparing, and usage.

Supervises representative wellbeing, government assistance, health, and wellbeing.

Answerable for network effort and correspondence, and altruistic giving related to the network relations group.

Overseeing outer official selecting offices, business offices, enrollment specialists, and brief staffing offices. Analysis of the effectiveness of all human resources efforts both financially and in terms of whether they produced the company's needed objectives and outcomes.

Feel free to use portions of this HR Director job specification in your own organization. It is a sample and you need to customize all HR director job specifications or job descriptions to the needs of your own organization. They need to reflect your priorities as a company and your culture and environment for employees.

2. Sales manager job description:

Use this sales manager job description template to assist you in creating a job ad to attract qualified candidates. The format and structure of the template will guide you in drafting an effective description of the opening. Just insert your specific job duties and requirements into the paragraphs and bullet lists. If you need ideas for what information to include, see our sales manager listings.

Sales Manager

[Intro Paragraph] If you start your sales manager job description with a marketing summary of your company and your business, you will create interest for potential candidates. A short, two- to three-sentence introduction will help your applicants get excited about the prospect of working for you. Be sure to describe what you have to offer new employees that sets you apart from other companies.

Sales Manager Job Responsibilities

Determines annual unit and gross-profit plans by implementing marketing strategies; and analyzing trends and results.

Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; and projecting expected sales volume and profit for existing and new products.

Implements national sales programs by developing field sales action plans.

Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.

Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.

Completes national sales operational requirements by scheduling and assigning employees; and following up on work results.

Maintains national sales staff by recruiting, selecting, orienting, and training employees.

Maintains national sales staff work results by counseling and disciplining employees; and planning, monitoring, and appraising job results.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

[Work Hours & Benefits] You will hold your job seeker's interest if you put information about work hours and benefits in this location. This is where you would describe working conditions or requirements such as works on commission, base salary and commission, flexible hours, and travel benefits. Highlight items that you provide employees that your competition may not, such as office perks, employee discounts, and tuition reimbursement.

Sales Manager Qualifications/Skills

Strong communication skills

Creating and implementing a sales plan

Meeting sales goals by monitoring progress

Analyzing sales data

Presentation skills
Management and leadership skills
Developing budgets
Mentoring and coaching sales.

Education and Experience Requirements

Bachelor's degree in marketing or business administration

MBA preferred

Two to three years of experience as sales manager

Three to five years of sales experience

Proven track record of positive sales performance

[Call to Action] Placing a call to action here at the end will get you more responses to your sales manager description. Give your job seeker information about how to apply. For example, by clicking the apply button or by emailing a resume to a specific email address.