



JOB DESCRIPTION

HUMAN RESOURCES OFFICER

JOB TITLE: Human Resources Officer
REPORTS TO: Manager Human Resources or Assigned Designate
DIRECT REPORTS: N/A

JOB SUMMARY

The Human Resources Officer provides support within the human resources function related to recruitment, training and development, performance management, employee relations, compensation and payroll administration.

KEY RESPONSIBILITIES AND DUTIES

- Prepares advertisements for vacant positions, conducts preliminary review of applications, schedules and organize interviews and conducts initial interviews as may be required.
- Prepares and conducts orientation/induction sessions for employees, performs exit interviews and compile reports with recommendations.
- Compiles data from the performance management system and prepares required reports/recommendations. Liaises with managers and employees to ensure timely conduct of performance evaluations.
- Liaises with managers in the execution of training arrangements and follow up with employees for reporting on training attended.
- Liaises with corporate providers for employee medical plan and performs administrative duties for employees' participation in the Company retirement funds.
- Ensure timely and completion of payroll function.
- Updates human resource records in accordance with the Company's requirements.
- Provides support for the preparation of the corporate Human resource budget.
- Supports the development and maintenance of a team environment by performing other related duties.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Management, HR or an equivalent field from an accredited tertiary institution.
- Post graduate certification in Management with emphasis on Human Resource Management will be an asset.
- Five (5) years' experience in a Generalist Role in Human Resources Management /General Administration.
- Working knowledge and experience working with Human Resource management policies, practices, laws and regulations.
- Working knowledge of Industrial Relations Laws and of the principles of alternative dispute resolution.
- Knowledge of Human Resource Information Systems and Payroll Systems.
- A suitable equivalent combination of qualification and experience will be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Maintain highest degree of employee and business confidentiality.
- Strong interpersonal and communication skills.
- Ability to work independently or in teams.
- Critical thinking and problem-solving.
- Inspire confidence and trust.
- Proficient in Microsoft suite of software solutions (Word, Excel, PowerPoint etc.)