



JOB ADVERTISEMENT

HUMAN RESOURCES-SUPPORT OFFICER (CONTRACT)

Bourse Securities Limited is the largest independent player in the broker dealer segment of the financial services industry, providing an extensive range of investment/financing products and services to institutional as well as individual clients. These include short term fixed rate investment products; stock and bond brokerage for local and international markets; mutual funds; asset management; selected financing for individuals and corporates.

The Company operates in a highly regulated industry

We are seeking to employ on contract suitably qualified persons for the position of Human Resources Support-Officer.

JOB SUMMARY

The Human Resources Support Officer provides support in the execution of the assigned human resources functions including payroll administration, within the Human Resources Department.

KEY RESPONSIBILITIES AND DUTIES

- Schedule and organize interviews as required.
- Prepare and conduct orientation and inductions sessions for employees, perform exit interviews and compile reports.
- Assist with monitoring the performance management process.
- Assist with preparation and/or execution of training plans and follow up with employees for reporting on training attended.
- Assist with employee medical plan and retirement fund enrolment and administration.
- Prepare first level administration for payroll.
- Update human resource records by maintaining and filing all documents in accordance with the Company's requirements.
- Supports the development and maintenance of a team environment by performing other related duties.

- Assist with employee engagement and events planning.
- Support all HSSE initiatives and training
- Prepare HR quarterly reports

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A Diploma or Certificate 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.
- Two (2) years' experience in a Human Resources /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

- Interpersonal and communication skills, both oral and written.
- Relationship building skills. Ability to work in teams as well as individually.
- Problem solving skills.
- Work well under pressure
- Be self-motivated and proactive, initiative, hard-working and highly responsible.
- Ability to inspire confidence and trust.
- Customer service orientation
- Demonstrates high level of confidentiality. Highest ethical and moral standards