

Human Resource Officer

Our client is looking for an experienced and energetic HR professional to join their busy Human Resource department.

The ideal candidate will have a minimum of five (5) years' HR experience, with at least 3 years' working at an Officer level providing generalist HR services to include: staff recruitment and relocation, performance management, employee relations, coordination of support services (i.e. secretarial coverage, absences etc.) and Immigration processing.

A working knowledge of the Employment Act, 2000 and Work Permit Policy is a requirement of the role.

The successful individual must also possess excellent communication and organisational skills; be able to multi-task effectively, and maintain a superior performance standard while working in a challenging and high-pressure environment.

Qualified applicants please submit a detailed resume along with two (2) employment references to Laura Jackson via email: laura@iep.bm or via mail: Island Employment Partners Ltd. #9 Par La Ville Road, 2nd Floor, Hamilton HM 11.

**Closing date for applications:
Tuesday, 25 September 2012**



**Island
Employment
Partners Ltd.**

Submit a detailed resume or schedule a confidential meeting:

Laura Jackson
441.296.0497
laura@iep.bm
www.iep.bm

S.E. Pearman Building
9 Par-La-Ville Road, HM12
Bermuda