



Employment Opportunities

The Elbow Beach Hotel, a 98 room cottage colony situated on 50 acres of beautifully landscaped gardens sloping down to our immaculate private beach, is seeking:

HUMAN RESOURCES & BENEFITS COORDINATOR

With effective written & verbal communication skills to perform the daily employee related and administrative duties in a busy Human Resources Department.

The candidate should have a minimum of three (3) years experience to include a background in Employee Benefits, automated HR & Payroll systems with a solid understanding of HR practices.

- To administer various employee benefit programmes, such as group medical health and dental Insurance, pension plans, workman's compensation, sick time and other related benefits delegated by the management team.
- Conducts employee enrollments
- Verifies monthly health and social insurance statements and resolve administratively with providers
- Maintains employee vacation records, provide entitlement to employee's on request and keep Human Resources updated
- Process new hire paperwork, terminations, maintains employee files and all payroll adjustments
- Primary contact for all employee related activities
- Assist in coordinating job references and arranging appointments
- Monitor and order all office supplies
- Communicate birthdays, anniversaries and community activities on bulletin boards
- Issue staff lockers and inspections
- Assist with staff housing and follow health & safety regulations
- Conducts benefits & new hire orientation
- Supports social committee to organize staff activities and events.

The candidate must have the ability to multi-task and prioritize multiple deadlines, excellent organizational skills and attention to details, be proficient in MS Word, Excel outlook and power point, able to work a flexible schedule. A working knowledge of the union Collective Bargaining Agreement and the Employment Act 2000 would be an asset.

Please apply with resume and references to:

The Director of Human Resources

Elbow Beach Hotel,

Human Resource Department,

P.O. Box HM 455

Hamilton HM BX

E-Mail: Ebbda-hr@mohg.com



**ELBOW BEACH
BERMUDA**

It is highly preferable if applications are received in person.

Closing Date: May 23rd, 2013.

We view hospitality as an art and excellence as our obligation.

Elbow Beach is an equal opportunity employer.

Elbow Beach is a drug free workplace.