

# Expertise

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## Human Resources Administrator

Our client, a prominent and established service provider of Bermuda, is currently searching for a suitable individual to join their dynamic team and invite applications for the position of Human Resources Administrator.

The Administrator will report directly to the Human Resources Manager and be responsible for performing a wide variety of human resource support duties. Specifically, they will assist in maintaining the human resource database and all employee records and files, complete assigned reporting functions involving attendance statistics, termination, and hire and transfer data. The incumbent will provide recommendations regarding the development and administration of human resource policies and programs, and also assist in informing new employees of human resource policies and programs as needed. They will also be responsible for performing general office support functions and assisting in areas of personnel as necessary.

### **Essential Functions and Basic Duties:**

- Overseeing the human resource database and ensuring that system records are accurately recorded and cross-checked
- Ensuring that human resource files and records are maintained in accordance with legal requirements and Company policies and procedures
- Completing monthly and year-end reports regarding terminations, transfers, and new hires
- Assisting with processing work permit applications and other Immigration related matters in compliance with Bermuda Employment Law and Immigration Policy
- Assisting the Human Resources Manager with initiating performance management frameworks and staff satisfaction initiatives
- Assisting the Human Resources Manager with general administrative duties within the Company

### **Minimum Qualifications, Skills and Experience:**

- A Bachelor's Degree in Human Resource Management or a related qualification
- Professional working experience in a human resources department in Bermuda will be an asset

Interested? Please email [jobs@expertise.bm](mailto:jobs@expertise.bm).

All enquires will be dealt with in strict confidence.

Closing date: November 1, 2013