



Human Resources Coordinator

Job Summary

The Human Resources (HR) Coordinator assists with the administration of the day-to-day operations of the human resources functions and duties. The HR Coordinator carries out responsibilities in some or all of the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment.

The Human Resources Coordinator contributes to the accomplishment of Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

The HR Coordinator provides support in the following areas:

- recruiting and staffing logistics/administration;
- performance management and improvement tracking systems;
- employee orientation, development, and training logistics and recordkeeping;
- company-wide committee facilitation and participation (where appropriate);
- company employee communication;
- compensation and benefits administration and recordkeeping;
- employee safety, welfare, wellness, and health reporting; and
- maintaining employee files and the HR filing system, both physical and electronic;
- assisting with the day-to-day efficient operation of the HR office.

Under the guidance of the SVP, Head of Human Resources:

- Coordinates work within the HR department
- Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance
- Schedules interviews, posts advertisements, administers testing and tracks recruiting initiatives
- May assist in assessment, short-listing and interviewing candidates for available positions; makes referrals of well-qualified and skillful applicants to the respective department managers and handling positions for summer students. Drafting of contracts and other paperwork/administration as required to facilitate the recruiting and onboarding processes
- Plans and conducts new employee orientation to foster positive attitude towards company goals
- Coordinates learning and development programmes, including logistics and tracking
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting
- Assists with the recording, researching and compilation of metrics for reporting purposes
- Responds to inquiries regarding policies, procedures and programs and escalates as appropriate
- Supports administration of the performance review program to ensure effectiveness, compliance and equity within organization
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance where appropriate

- Assists in investigation of accidents and preparation of reports; participates on the Safety and Health Committee
- Prepares employee separation notices and related documentation for review, and conducts exit interviews to determine reasons behind separation

Skills:

- Project management skills
- Strong organizational, analytical, and interpersonal skills
- Creative and innovative writing ability, including proofreading and editing for grammar and punctuation
- Exceptional written and verbal communication skills
- Ability to take accurate minutes
- Detail oriented
- Data accuracy
- Ability to multi-task, manage priorities and work independently
- Ability to interact with staff at all levels in a fast-paced environment
- Proficiency using software programs such as MS Word, PowerPoint, Excel, Visio and Outlook

Education and/or Experience:

- Bachelor's degree in Human Resources, Business Administration, or related discipline from four-year college or university required
- Three (3) to five (5) years' relevant work experience in Human Resources
- Knowledge of HR operations and administration required

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than February 19th, 2015 to:

Human Resources Department
19 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com
Fax: + 441 296 7701

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We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

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