

We're hiring

HR Administrator

Deloitte Bermuda.

Role description

You will be responsible for providing administrative support and other duties as required for the Human Resources and Learning & Development teams. This position requires an individual who is interested in a career in Human Resources, and who is hard-working and motivated. Given the level of responsibility and confidential nature of the information involved, ability to handle confidential information and be professional is mandatory. Candidates will also undergo skills testing as well as a thorough background check.

Responsibilities

Primary responsibilities will include, but are not limited to the following:

- Preparing recruitment administration including employment advertisements and offer letters
- Preparing immigration applications
- Staff on-boarding and exit procedures
- Data entry into HR systems and maintenance of personnel records and system reports
- Arranging hotel, travel and ground transportation
- Assisting with event coordination and preparation
- Composing and typing various correspondence in a fast-paced environment
- Schedule, participate in and take minutes of committee meetings
- Tracking compliance with firm and various learning requirements; communicate status to learning leaders
- Compiling feedback from tracking sessions and monitoring attendance at trainings
- Other ad hoc requests as required

Requirements

To be considered you must possess:

- Minimum of 1 year of experience providing administrative support in Human Resources. Summer student or internship experience may be considered
- Undergraduate degree completion, preferably in human resources or business
- Previous experience and knowledge of existing Work Permit Procedure policies is preferred
- Superior communication skills, both written with the ability to type 60 WPM
- Strong Microsoft Office Suite skills
- Excellent planning and organizational skills with the ability to successfully adapt to changing priorities and multi-task on a daily basis
- Ability to exercise discretion and confidentiality with a strong sense of urgency, practicality and integrity
- Ability to work independently and proven ability to work as part of a diverse team is essential
- Ability to work well under pressure with close attention to detail
- Willingness and ability to work outside normal office hours when required

Applications should be sent via email, in the form of a resume and cover letter to cbc.recruitment@deloitte.com.

Alternatively, applications may be sent to the mailing address below:

Talent
Deloitte Ltd.
Corner House
20 Parliament Street
P.O. Box HM 1556
Hamilton HM FX
Ref: HR Administrator

Telephone: (441) 292-1500

Deadline for applications: July 3, 2015



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