

# Human Resources Generalist

## Human Resources

Closing date: October 28, 2015

HSBC Bank Bermuda Limited is seeking a Human Resource professional to provide a range of HR support to management and employees at all levels. The incumbent for this role is a key business partner that contributes to the achievement of business goals by enabling and executing people plans. The HR Generalist will be the customer face of HR and work in close proximity with the Business/Function providing guidance and advice on key people issues.

### Major responsibilities

- Serve as the primary local contact for regional and global colleagues as it relates to Performance and Reward activities (such as the annual pay review process), providing policy interpretation and communications to the local HR team.
- Serve as project manager for various global HR initiatives to ensure Bermuda's needs are adequately represented at the global table and local implementation runs smoothly.
- Support commercial decision making on people issues through provision of advice and guidance on a day-to-day basis; Objectively challenging the Business/Function in their thinking and supporting their decision making.
- Manage a designated client portfolio, contributing to the development of the Business/Function strategy through the execution of people plans.
- Support talent management inclusive of identification of high potential talent, career development planning and succession.

### Minimum qualifications

- University degree in Human Resource Management, Business, Finance or related discipline.
- HR Designation (PHR, SPHR or equivalent).
- Minimum of 5-years of HR Generalist experience with 3 years focused on Reward (Compensation Management)
- Advanced Microsoft Excel Skills along with Intermediate skills in Microsoft Word and Powerpoint
- Demonstrated strong analytical skills a must – to include the ability to collate and summarize large amounts of confidential data to produce executive summaries, make observations and recommendations
- Influential, credible and persuasive, showing good judgment and demonstrating excellent communication skills in order to deliver excellent stakeholder management.
- Strong understanding of employment legislation, regulation and overall HR best practice.
- Demonstrates an exceptional ability to collaborate with HR colleagues and the ability to work within a global matrix ensuring that global direction aligns with local franchise.
- High degree of proficiency with HRIS systems, and desktop platforms.
- Knowledge of PeopleSoft would be an advantage.

Interested applicants are invited to apply by sending your résumé and cover letter to:

**Email:**  
recruitment.dept@hsbc.bm

**Fax:** 299 6524

Post Recruitment Department,  
Human Resources, HSBC  
Bank Bermuda Limited, 37  
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at [www.hsbc.bm](http://www.hsbc.bm). All enquiries will be held in strict confidence.

