

**Grow your
relationships.
Grow your
career.**



Human Capital Associate

Opportunities are at the heart of a career with Bermuda's largest professional services firm. Be part of a learning culture where teamwork and collaboration are encouraged, excellence is rewarded, and unparalleled coaching and career development programmes are provided.

PwC Bermuda has an opportunity for a Human Capital Associate. As a member of the Internal Firm Services team, you will provide Human Capital support in the areas of sourcing, data management, training and development, performance management, employee relations and total rewards.

Responsibilities will include and are not limited to:

- PeopleSoft and People data management and transactions, including distribution of recurring and ad hoc reports, documentation support, and personnel file maintenance;
- Participating in on-boarding and off-boarding of staff, including orientation, logistics, assigning mentors/buddies/coaches, scheduling exit procedures / interviews, etc;
- Logistical support for territory sourcing and Global Mobility efforts, such as coordinating interview schedules for office with Sourcing team, screening resumes /candidates, etc;
- Tactical support for annual performance management and compensation processes (e.g. assembling files, reports, meeting scheduling, etc.);
- Administering staff leave management, and programmatic rewards and awards processes (e.g. service awards, spot bonuses, etc. as applicable);
- Arranging and assembling content and arrangements for Human Capital and People activities and initiatives;
- Responding to inquiries from Partners and staff regarding HR programs/ process, directing them where they can find additional information;
- Managing and supporting Immigration process for visas / work authorizations;
- Supporting benefits administration and staff benefits inquiries;

- Supporting the Learning & Development team with course coordination (e.g. room bookings, preparation of materials etc.);
- Supporting payroll administration as required; and
- Providing administrative and event planning support for the "HeadStart" program as required (Mentoring, Scholarship, Co-op, Summer internship and Associate recruitment).

Capabilities/Skills Required:

- Undergraduate degree in related field preferred, or equivalent experience;
- 2+ years of relevant experience;
- Ability to respect and maintain confidentiality of client, staff and Firm information;
- Excellent computer skills;
- Ability to build and sustain effective client / customer relationships;
- Demonstrated change agility and ability to multi-task and meet critical deadlines with minimal supervision;
- Strong organizational skills; and
- Strong written and verbal communication and interpersonal skills.

The opportunity of a lifetime

Interested candidates should email their resume to:

caribrecruiting@ky.pwc.com Please be sure to note "Human Capital Associate – Bermuda" in the subject line of your email message.

The Manager, Human Resources
PricewaterhouseCoopers
P.O. Box HM 1171
Hamilton HM EX

Closing Date: 9 March 2016