

# Want to be part of a dynamic team?

A sizeable local company is seeking a college graduate who is looking to develop HR experience, is highly motivated and able to work in a fast paced environment.

## Human Resources Associate

*Primary responsibilities, reporting to the HR Manager, include:*

- Assist with and develop the recruitment process
- Assist with work permit applications preparation
- Maintain personnel files
- Assist walk-in employees and visitors with queries
- Prepare routine letters
- Help develop internal, intranet and web-based HR systems

*Minimum Qualifications and Skills:*

- Bachelor's degree in Business or Human Resources
- Previous HR experience is desirable but not required
- Must be a self-starter, able to work independently but also as part of a team
- Excellent communication skills
- Detail oriented
- Able to complete projects under strict deadlines
- Proficient in Microsoft Office Applications

**If interested please email your resume and written references to:**

**bermudajob@gmail.com**

**Ref: HR Associate**

*Only Bermudians, Spouses of Bermudians or PRC Holders  
need apply*

All applications will be dealt with in the strictest confidence

**Closing Date: November 10, 2017**