



PROGRESS. PASSION. POSSIBILITIES.

At KPMG our goal is to be the Clear Choice for our Clients, our People and our Community.

KPMG professionals are individuals who take deep, personal accountability for their work; have a passion for excellence; are driven to achieve their full potential and understand the value of building relationships with clients, their communities and each other. A KPMG professional has a strong work ethic, thrives on challenges, and is dedicated to providing outstanding client service.

Manager, Human Resources

We are looking for a Manager to join the firm's HR team. Primary responsibility will be for recruitment of roles in the firm's Audit, Advisory, Tax and Central Support Services teams. The position is a full time role and requires a mature, self-motivated individual who is highly organised, with a strong attention to detail, excellent communication skills, capable of working with minimum supervision, is technologically savvy and has the ability to handle demanding situations on a daily basis.

Duties and Responsibilities will include, but are not limited to:

- Firm-wide recruitment;
- Oversee the new hire process for local and overseas hires;
- Deliver orientation to new hires at all levels of the firm; and
- Assist with ad hoc projects and new initiatives.

The ideal candidate must have the following skills, experience and attributes:

- A minimum of four years' experience in a recruiting role; preferably with experience recruiting for public accounting roles;
- Strong experience utilising LinkedIn as a recruiting platform using a Recruiter Seat and running recruitment campaigns;
- Expertise in use of other social media platforms for recruitment purposes;
- Ability to liaise with candidates of all levels as well as recruitment agents and provide relevant information about the firm, the role and Bermuda;
- A meticulous eye for accuracy and detail;
- Excellent communication skills, including the ability to communicate with tact and diplomacy;
- Self-motivated individual with exceptional organisational and time management skills; proven ability to prioritise tasks, and multi-task on a daily basis;
- Exceptional people skills with the ability to work with staff at all levels and the ability to coach and develop team members;
- Ability to maintain complete confidentiality of employees' information;
- A high degree of competence in Microsoft Word, Excel, Powerpoint and Outlook;
- Ability to work well under pressure;
- Ability to identify and meet deadlines;
- Ability to work as a team player;
- Maintains a positive approach towards work, clients and colleagues, however challenging;
- Relaxed, confident and committed to providing quality service to our colleagues and candidates;
- Friendly, approachable and helpful manner with all colleagues and candidates; and
- A willingness and capacity to work overtime to meet the needs of the job when necessary.

To apply for the above position, please visit our careers page at kpmg.bm.

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Deadline to apply is December Friday, 29, 2017.

KPMG is an equal opportunities employer.

