

# Human Resources Generalist

## Two Positions - Human Resources

Closing date: 29 May 2018

HSBC Bank Bermuda Limited is seeking two Human Resource (HR) professionals 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 and strategies.

### Major responsibilities

- Supporting commercial decision making on people issues through provision of advice and guidance on a day-to-day basis.
- Objectively challenging their partner Business/Function management heads in their thinking and supporting their decision making
- Contributing to the development of the business strategy through the execution of people strategies. Facilitating the identification of high potential talent and creating and supporting career development initiatives. Supporting the development of succession plans to mitigate the key person risk to the organization
- Building workforce plans with business leads contributing to the development of hiring plans and sourcing strategies to enable effective headcount management and attracting talent
- Serve as the primary local contact for regional and global colleagues as it relates to one or more global HR services (such as recruitment and onboarding, performance and reward, talent and succession management, etc.), providing policy interpretation and communications to the local HR team
- Serve as project manager for various global and local HR initiatives to ensure Bermuda's needs are adequately represented at the global table and local implementation runs smoothly

### 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 one of the HR Generalist roles requiring 3 years focused on Reward (Compensation Management) preferably within a financial services environment
- Advanced Microsoft Excel skills along with intermediate skills in 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
- Ability to effectively build trust based relationships

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Interested applicants are invited to apply by sending a completed employment application and your résumé and cover letter to:

**Email:**  
[recruitment.dept@hsbc.bm](mailto:recruitment.dept@hsbc.bm)

**Fax:** 279-5826

Recruitment Department,  
Human Resources, HSBC  
Bank Bermuda Limited, 37  
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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.

