

MEF LTD.
The Little Venice Group
Equal Opportunity Employers

www.diningbermuda.com

Senior Human Resource Associate

We are seeking an experienced professional who is looking to further develop HR experience, highly motivated and able to work in a fast-paced environment. This position will report to the HR Manager.

Primary responsibilities include but are not limited to:

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

Minimum Qualifications and Skills:

- Bachelor's degree in Business or Human Resources
- Minimum of 5 years HR experience is required
- Must be a self-starter, able to work independently but also as part of a team
- Strong verbal and written communication skills
- Ability to work well under pressure with close attention to detail
- Able to complete projects under strict deadlines
- Proficient in Microsoft Office Applications

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

bermudajob@gmail.com

Ref: Senior HRA

(2 written references are required for consideration)

Only Bermudians, Spouses of Bermudians or PRC Holders need apply

All applications will be dealt with in the strictest confidence

Closing Date: November 9, 2018