

Join a team who cares about excellence

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

COMPENSATION AND BENEFITS SPECIALIST

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

Under the leadership of the Manager, Compensation & Benefits, the Compensation and Benefits Specialist provides technical and operational support in all areas of Compensation and Benefits, assisting in the development of a consistent philosophy that is in keeping with the culture and objectives of the Bermuda Hospitals Board.

The Compensation and Benefits Specialist must utilize a high degree of critical thinking professional discretion and excellent customer service skills; the incumbent assists the Compensation & Benefits Team in providing continuous communication and support to the client/employee in matters of benefits, wellness, workers' compensation and compensation programs

Key responsibilities include:

- Supports the administration of Compensation & Benefit programs
- Assists with the preparation of compensation surveys or compensation analyses
- Services enquiries from BHB plan providers, and researches employee queries relating to the interpretation of benefit plans
- Regularly reviews and processes cases submitted to online safety systems to identify workers' compensation cases
- Follows up and processes workers compensation claims and prepares appropriate reports
- Responsible for inputting new employee data and updates to electronic files in AS400 and Great Plains (HRIS systems) accordingly
- Efficient, timely analysis, and submission of information to the Payroll Department and Plan providers to process compensation and benefit changes

Qualifications &/ Registration required:

- Bachelor's Degree in Business, Human Resources or a related field
- Minimum of two (2) years of progressive experience in a similar position
- Operate effectively under pressure in a fast-paced, high-growth, rapidly-changing environment, within challenging deadlines
- Customer-service oriented and a strong commitment to the delivery of high value solutions to client groups
- Experience with AS400 and Great Plains is an asset

Schedule: 35 hours per week

REFERENCE LIBRARIAN - CASUAL

HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

Under the general direction of the Director of Learning and Talent Development, the Reference Librarian - Casual will assist with supporting information resources; facilitating the integration of print, non-print and computer resources into the information systems and assists the patrons with information handling skills. This position will also be required to provide reference services, performs front desk circulation, process books, keep and report department statistic.

Key responsibilities include:

- Assists with satisfying the expectations/needs of the customer and BHB
- Performs on-line research in all disciplines including but not limited to: medical and health sciences, biology, pharmacology, business management, food and agriculture
- Maintains library website and electronic collections
- Devises methods and systems to inform clients of services, publicize new services and explain library policies
- Provides library support in the absence of the Reference Librarian

Qualifications &/ Registration required:

- Associate's Degree from an American Library Association (ALA) recognized program or equivalent.
- Certification in Library Studies preferred
- Prior medical library experience (minimum of 1 year) required
- Familiarity with Medline databases is an asset

Schedule: On an as needed basis

Closing date for all applications is: December 11, 2018. Pre-employment substance abuse screening is mandatory for all successful candidates.

If you want to make a difference, and if your experience and qualifications match the above criteria,
visit www.bermudahospitals.com, and apply through BHB Jobs NOW.
Select "Work at BHB" and follow the steps.



Bermuda Hospitals Board

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