

# Careers, by BUTTERFIELD.



## Take a step in the right direction.

At Butterfield, we provide financial services with a personal touch, we focus on results, we value relationships, and we celebrate success. If that sounds like your kind of company, then consider this opportunity to become part of a collaborative team of professionals at the world's leading, independent offshore bank and trust company.

### Human Resources Generalist

Reporting to the Assistant Vice President, Human Resources, the HR Generalist will be responsible for providing support to the full HR function.

#### Your responsibilities will include:

- Coordinating all aspects of the employee life cycle (i.e. recruitment, onboarding, probation, job change, contract renewal, exits) per organisational process and procedure
- Preparing immigration applications for all work permit types, when required
- Providing advice and guidance to management and employees on all HR policies, transfers, job title changes, job re-evaluations, salary adjustments, etc.
- Assisting with the development and review of HR related policies and procedures and making recommendations for continuous improvement.
- Fielding management and employee concerns in relation to the workplace and provide options for resolution, escalating as appropriate
- Providing support for all HR initiatives and lead special projects or programmes in a variety of HR disciplines as required
- Maintaining various HR reports that track and measure the above activities and generate other reports when required

#### Your qualifications and skills include:

- A university degree in Human Resources or Business with three years' experience in a similar role, or equivalent, preferably in the Financial Services industry
- Track record of leading projects in a variety of HR disciplines, including compensation and benefits and talent development
- Proven ability to address Employee Relations matters
- Experience with Immigration applications and a good understanding and interpretation of the Department of Immigration work permit policy
- Knowledge of local employment legislation
- Knowledge of compensation and benefit programmes
- Ability to develop and maintain good working relationships both internally and externally
- Excellent organizational and time management skills
- Ability to analyse and interpret information and develop recommendations for appropriate course of action
- Strong verbal and written communication and good interpersonal skills
- Proficiency in Microsoft Office suite of applications

#### About the team

Butterfield employs more than 1,200 people across 10 jurisdictions. Our HR team facilitates everything from recruitment and retention, to professional development, talent management and analytics. Our global team provides strategic insight to ensure the business has the talent it needs to grow and works to create the best possible experience for our colleagues—whether they are seasoned professionals or just starting their careers.

#### Why Butterfield?

The Butterfield experience is enhanced by robust learning and development opportunities, comprehensive benefits, and preferred rates on a variety of proprietary financial services. Guided by our core values—approachable, collaborative, empowered and impactful—we provide a respectful environment where the diversity of our employees and the talents and experiences they bring are celebrated and valued. With a 160-year tradition of service excellence, we empower individuals to achieve their goals and make a positive impact on our business, our clients and our communities.

#### Does this sound like you?

All applications should be forwarded via e-mail to [resumes@butterfieldgroup.com](mailto:resumes@butterfieldgroup.com).

#### Closing date:

**Monday, 29 March, 2021**

***Let's start a conversation.***



[butterfieldgroup.com](http://butterfieldgroup.com)

