

July 8, 2021

# Human Resources Manager

We are looking for a Human Resources (HR) Manager to provide overall responsibility for Human Resources and to ensure smooth and effective day-to-day HR operations for the AGH Group of Companies.

**Key Responsibilities include but are not limited to:**

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Responsible for recruitment, employee orientation and immigration processes
- Responsible for payroll administration, employee records and management of employee benefits
- Maintains up-to-date knowledge of the business, HR trends, regulatory changes and new technologies in human resources, talent management and employment legislation
- Role model and champion the organization's values and expected behaviors
- Works closely with management and employees to strengthen work relationships, build morale, company culture, and increase productivity and retention
- Monitor and maintain the HR/Recruitment emails and responds to all HR-related queries and requests from employees and external parties
- Reviews, tracks and documents compliance with mandatory and non-mandatory training, continuous education, and work assessments. This may include safety training, policy training, professional licensure and aptitude exams and certifications
- Produces reports, dashboards of metrics and analytics and other relevant documentation
- Supports effective utilization and maintenance of HR systems and databases
- Participates in improvement and innovation efforts while building best-in-class human resources practices
- Provide support as needed to any areas within AGH

**Education & Experience:**

- Professional designation or acceptable university certificate/degree with an appropriate specialization in Human Resources at a similar level or higher
- Minimum 5 years of experience in a similar role
- Previous experience working with Immigration is a must
- Previous experience working in a unionized environment would be an asset

**Knowledge, Skills & Abilities:**

- Understanding of general human resources practices, policies, and procedures
- Strong organizational skills including the ability to manage time and prioritize effectively with a proven ability to meet deadlines
- Proficiency in Microsoft Office Suite and possess familiarity of HRIS systems
- Strong interpersonal skills with a customer service orientation towards internal customers
- Meticulous dedication to details and accuracy
- Demonstrate ability to initiate, implement and support change
- Ability to maintain positive relationships with colleagues and work cooperatively and effectively at all levels throughout the organization
- Highly ethical and able to maintain employee and Company confidentiality
- Confident with a high degree of self-motivation and good interpersonal and communication skills
- Previous experience in Training & Development including needs assessment, program development, evaluation, and delivery.

**Apply to:****Email:** [recruiting@agh.bm](mailto:recruiting@agh.bm)**Mail:**P.O. Box HM 1750  
Hamilton HM GX

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