



## HR Associate

The Human Resource (HR) Associate will collect, compile, and analyze HR data, metrics, and statistics, and apply this data to make recommendations related to recruitment, retention, and legal compliance. Additionally, the incumbent will also be required to perform a variety of complex, administrative duties to support the HR function.

### Primary Responsibilities:

- Supports the Human Resources Specialist with collecting and compiling HR metrics and data from a variety of sources including the human resource information system (HRIS) and payroll outputs, management and employee surveys, onboarding and exit interviews, employment records, government labor statistics, competitors' practices, and other sources.
- Works with the HR Specialist to analyze data and statistics for trends and patterns with attention to recruitment, hiring practices, motivation, turnover, leave management and compliance with employment laws and regulations.
- Prepares reports of data results, presenting and explaining findings to VP Head of Human Resources
- Facilitates and supports the implementation of new and existing training, development, recruiting, and other related initiatives and programmes.
- Ensures compliance with data privacy regulations and best practices.
- May assist with performance, benefit, and compensation review and evaluation processes.
- May assist with logistical and administrative assistance with recruiting and immigration, maintains resumes and applicant logs and scheduling of interviews, as well as interviews candidates where appropriate.
- Tracks and records all employee due diligence, including completing background checks, and follows up on outstanding items as necessary; compiles the monthly risk register.
- Maintains both the employee leave management and reconciliation as well as the employee performance management system; handles employee queries and liaises with the vendor on program issues.
- Supports the Compensation and Benefits Manager with compensation and benefits administration and recordkeeping.
- Supports projects and operational activity by following up on results; including minute taking for HR team meetings and following up on meeting action items as required by the VP, Head of Human Resources
- Assists with the day to day efficient operation of the HR office including, but not limited to, ordering of supplies, processing of invoices, and reconciliation of HR department corporate card(s).
- Assists with effective execution and maintenance of employee Wellness Programme.
- Maintains and updates company org charts on a monthly basis, and as requested.
- Cross-trains with the HR Specialist to provide coverage.
- Performs other duties as assigned.

### The successful candidate must have:

#### Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Thorough understanding of laws involving employment, Immigration, HR, and HR policies.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn the organization's HRIS, payroll, and similar employee management software.

#### Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, Psychology, or related field required.
- At least three years of experience in related areas such as job classification and compensation, recruitment, selection, training, employee benefits, and/or equal opportunity compliance preferred.
- Master's Degree in Human Resources Management preferred.
- The ability to juggle multiple competing tasks simultaneously.
- The ability to exercise discretion and respect for confidentiality in all matters.
- The ability to maintain one's composure and work under significant pressure while maintaining accuracy and a meticulous eye for detail.

#### Core HR Competencies:

- Business acumen — The ability to work effectively within the organization's financial and operational context
- Talent management — The ability to identify, support and execute HR activities of strategic value to the organization and meet employees' needs across the employee life cycle
- Data judgment — The ability to handle, analyze, interpret and communicate data effectively and responsibly to drive business outcomes
- Relationship management — The ability to build relationships and coordinate effectively among a wide range of stakeholders and collaborators
- Strategic consulting — The ability to develop and execute solutions to business challenges and to influence strategic business decisions
- Agility — The ability to respond to shifts in the business environment, adapt and change course when necessary

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than August 5th, 2022 to:

**Human Resources Department**  
**25 Reid Street, Hamilton HM 11**  
**P.O. Box HM 665, Hamilton HM CX**  
**Email:** [jobs@clarienbank.com](mailto:jobs@clarienbank.com)  
**Fax:** + 441 296 7701

[www.clarienbank.com](http://www.clarienbank.com) | 441 296 6969  
Point House, 6 Front Street, Hamilton HM 11, Bermuda

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

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