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HR Administrative Assistant

Our client, a well established Bermuda company with approximately 200 staff members, requires an HR Administrative Assistant. The purpose of this role is to provide practical support to managers and employees in all HR related matters.

Key Responsibilities:

- Preparing and scheduling performance appraisals and proactive involvement in employee appraisal meetings
- Provide coaching and counseling as required regarding the resolution of employee relation matters and the application of policies and procedures
- Facilitate recruitment and selection, coordinate appropriate orientation program for new employees
- Maintain current employee files and records in Great Plains
- Organize and coordinate employee training courses and workshops as applicable
- Prepare Bermuda Immigration work permit applications
- Coordinate EAP and Drug Free Workplace initiatives
- Prepare and submit weekly payroll information

Minimum Qualifications, Skills & Experience:

- High school diploma; a relevant degree or HR qualification is preferred
- 2 years' experience in a similar role
- Knowledge of employment related legislation and regulations (e.g. Employment Act, Human Rights Act, Immigration policy and procedure)
- Excellent organizational, written and verbal communication skills
- High standards in work performance and attention to detail
- Proven strong computer skills in Microsoft Word, Excel and PowerPoint
- A pleasing personality and a record of good people skills
- The ability to handle sensitive information with tact and discretion

To apply please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com

All enquiries will be dealt with in strict confidence

Closing date: October 5, 2011