



DEVELOPING SPACES
FOR BUSINESS TO GROW

VACANCY NOTICE

HUMAN RESOURCE OFFICER

Delivery of a suite of human resource and administrative support services for the Human Resources Department to ensure the efficient provision of human resource products and services to all clients.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Coordinate the entire recruitment process including onboarding and separations.
2. Represent the Company at Recruitment Fairs etc.
3. Maintain and update the electronic databases and manual filing of all employee information and ensure that statistics for those records are readily available for compilation when required.
4. Track and proactively monitor employee's punctuality and attendance and provide information to Department Heads as required.
5. Coordinate all Employee benefits and payroll function for employees.
6. Liaise with external stakeholders to rectify staff issues and to optimize human resources service delivery.
7. Conduct orientation sessions and other presentations as necessary.
8. Assist in the preparation and review of written Human Resource Policies and Procedures, programmes and guidelines for the Company.
9. Assist with all aspects of organizational training and development activities.
10. Act as point of contact for routine employee requests, grievance handling and queries.
11. Prepare all correspondence and reports as required.
12. Ensure all contracts and probationary periods are maintained current at all times.
13. Assist with the maintenance and administration of the performance management system.
14. Assist in Human Resource related projects
15. Oversee the administering of the EAP Programme.
16. Assist in generating job descriptions.
17. Participate in comparative research, analysis of data and make recommendations as required.
18. Accurately interpret and guide Staff /Managers on Human Resource related policies and procedures.
19. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
20. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. B.Sc. in Social Sciences or relevant discipline from a recognized University.
2. At least three (3) years working experience in human resources will be an asset.
3. Experience working with an HRIS system will be an asset.
4. Knowledge of Labour Laws.

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Computer literate in MS Office Suite
2. Ability to do presentation to small groups
3. Ability to work as part of a team
4. High level of integrity
5. Good oral and written communication skills
6. Willingness to learn and be flexible

All interested suitably qualified applicants should submit their resumes by October 12, 2021.

Unsuitable candidates will not be acknowledged.

To careers@eteck.co.tt
Subject: Vacancy – Human Resource Officer