



## VACANCY

### HUMAN RESOURCES ADMINISTRATOR

Sandy Lane, an AAA Five (5) Diamond exclusive resort and member of the Leading Hotels of the World, is looking to recruit a Human Resources Administrator.

#### **The Role**

The successful candidates will report to the Director of Human Resources and Human Resources Manager and will provide administrative support to functional areas such as: employee relations, training and development, compensation, benefits and general HR.

#### **Key responsibilities and accountabilities:**

- Assists with the day-to-day administrative duties of the human resources department.
- Welcomes all guests to the department and provide relevant assistance.
- Answers the telephone promptly within three rings and direct calls accordingly
- Receives and sorts incoming/outgoing mail and liaise with messenger on external mail delivery.
- Coordinates, records and tracks all incoming mail to the department ensuring that these are logged in our Incoming Log Book.
- Manages the office supplies and stationery, ensuring stock levels are maintained accurately in accordance with monthly budget
- Tracks monthly HR expenditure, including all CPRs and PRs and ensures financial tracker is to update.
- Manages HR meeting room along with coordinating all regular and ad hoc HR operational and IR meetings, advises attendees, prepares agendas and records minutes of the meetings.
- Ensures that all personal filing is kept current for all Champions and Coaches making sure that they are secure, confidential and up to date with information pertaining to absences notification, sickness forms, appraisals records and other such documents.
- Ensures all personnel files for employees leaving the company are stored in our primary archives within one month of employees departing and progresses to permanent archives within one year of leaving in accordance with policy and procedures
- Provides administrative and technical support to the Human Resources team.
- Composes letters, documents, memoranda and reports by identifying, researching and consolidating information from appropriate sources when required
- Liaises with Finance, Payroll and GM's office daily on documents that require processing or signature.
- Advises Department Heads of Sick leave when necessary
- Log Champion Appraisals submitted to HR and provide reports as required.
- Coordinates the return of staff claims for Group insurance medicals plans.
- Collects cheques from Finance and logs them in Log book for collection
- Assists with payroll administration, leave forms and other payroll documents when necessary
- Assist with inputting data and implementation of the new HRIS.
- Liaises with the Coordinator in the planning and delivery of monthly/quarterly/annual awards.

#### **Our preferred candidate must possess:**

- A minimum of 3 years' experience in human resources along with certification as a Private Administrative Assistant
- Supervisory Management Qualifications from a recognized tertiary level institute would be an asset
- Very good knowledge of HR policies and procedures as well as the Barbados labor laws
- The ability to function efficiently in a high pressured and fast paced environment.
- Excellent communication, interpersonal and computer skills
- Excellent organizational and time management skills.
- Ability to build relationships, influencing groups or individuals within a matrix structure

It is a requirement that the candidate must have a flexible working style as long hours are required from time to time.

To apply please log on to [sandyLane.com/careers](http://sandyLane.com/careers) to complete an application form and submit a résumé on or before **September 30, 2022**.