



## **VACANCY – SENIOR HUMAN RESOURCE OFFICER**

Applications are invited from interested and suitably qualified individuals for the position of **Senior Human Resource Officer FortisTCI**, Providenciales, Turks and Caicos Islands.

### **Description**

Responsible for coordinating HR policies and programs with emphasis on the employment and staffing and training and development; ensuring that the Company is in compliance with applicable laws and regulations.

In addition, the position works closely with the Manager/Director, Human Resources in developing, implementing and evaluating ongoing HR policies, programs, functions and activities to ensure maximum productivity.

### **Main Duties & Responsibilities:**

- Participate in the development of goals and objectives for the Human Resources department as well as policies and procedures for the company
- Contribute to the preparation of monthly, quarterly and annual HR Department reports.
- Play leading role in the development and revision of employee handbook and personnel policies and procedures.
- Play a leading role in the Investors In People Certification Advocate Group and Action Plan
- Assist with the planning and delivery of new employee orientation to educate new hires on organizational objectives.
- Assist with the review of monthly payroll for FTCI and TCU and benefit programs
- Assist with the ongoing record keeping and assessment of training and Learning & Development programs in the Human Resource Management System (HRMS).
- Provide administrative support in the compilation of company-wide Annual Needs Assessment results and analysis.
- Assist in the management of the training budget and ensure monthly tracking is done with the budget. Updates should be given to the Director of HR (HRD) and Manager of HR (HRM) monthly.
- Provide analytical metric reports to the HRM by the 12<sup>th</sup> of every month. This will include items such as staff turnover, absenteeism and other key ratios.
- Set up all employees in Microsoft A/X, the HRMS and Training platforms and manage and update employee records in a timely manner.
- Assist with the development and distribution of general company surveys regarding employee opinions, job satisfaction, recruitment, department satisfaction, etc., and make recommendations based on data extrapolation and analysis.
- Vet/Prepare routine employee/HR releases and prepare specific or ad-hoc assigned releases to employees. Assist with the development, implementation, and monitoring of Employee Recognition Programs (inclusive of farewells/retirement).
- Facilitate the work permit application process with regards to gathering documents and delivery to the relevant TCIG departments. Forge and maintain relationships with labor and immigration.
- Assist in the administration of the Student Summer Employment Program (SSEP), the Summer Internship Program (SIP) and the Scholarship and Apprenticeship Programs.
- Assist with the establishment and maintenance of relationships with local schools, colleges and other educational boards and bodies for the promotion of the company's apprenticeship, scholarship and summer internship programs; assist in identifying candidates for the programs.
- Play an active role on the customer service committee.
- Assist the Manager/Director in the daily administration of other HR services as directed or assigned, including but not limited to promotions, transfers, compensation, benefits and administration etc. in accordance with the Company's policies and overall objectives.

- Other duties as assigned by Manager/Director of Human Resources or the VP Finance and CFO

**Academic/Technical/Management Experience & Qualifications:**

- Bachelor's Degree in HR Management, Business or other related discipline
- At least five years experience in HR management or related field in a senior position
- Excellent verbal and written communication skills
- Ability to work with minimum supervision
- Knowledge of human resources programs and systems
- Ability to maintain confidentiality
- Ability to lead change processes
- Proficient in Microsoft Office Programs, including spreadsheet applications
- Ability to build strong trust relationships and maintain positive relationships internally and externally

**Abilities, Skills,**

- Exceptional organizational, coaching, mentoring, leadership and planning skills
- Self motivated and goal-oriented
- Active team player, confident, and resourceful;
- Excellent communication, listening, and writing skills;
- Exceptional multitasking skills; able to meet all deadlines;
- Experienced liaison-builder with external and internal stakeholders and staff at all levels;

**Salary commensurate with experience and qualifications.**

**Deadline for submission of applications (inclusive of a cover letter, resume and a FortisTCI application form) is April 30, 2021 to:**

**Claudia Munnings  
Director, Human Resources  
FortisTCI Limited  
P. O. Box 132, Providenciales  
Email address: [cmunnings@fortistci.com](mailto:cmunnings@fortistci.com)**