

**VACANCY**

# HR Manager



## Duties and Responsibilities

- ▶ Collaborates with executive management to understand and attain the organizations goals and strategy related to staffing, recruiting, and retention.
- ▶ Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- ▶ Oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- ▶ Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) / talent management system.
- ▶ Monitor and maintains knowledge of trends, best practices, local employment laws and regulatory changes, new technologies in human resources and applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- ▶ Performs other duties as required.

## Required Skills/Abilities

- ☑ Excellent verbal and written communication, interpersonal & negotiation skills.
- ☑ Excellent organizational skills and attention to detail.
- ☑ Excellent time management skills with a proven ability to meet deadlines.
- ☑ Strong analytical and problem-solving skills.
- ☑ Strong supervisory and leadership skills.
- ☑ Ability to adapt to the needs of the organization and employees.
- ☑ Thorough knowledge of employment-related laws and regulations.
- ☑ Proficient with Microsoft Office Suite or related software.
- ☑ Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

## Education and Experience

- ▶ Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- ▶ At least five years of Human Resource Management Experience required.
- ▶ SHRM-CP or SHRM-SCP qualifications would be an asset.

Suitable candidates are invited to submit a resume to  
Managing Director  
Eastern Caribbean Securities Exchange  
P. O. Box 94, Basseterre  
ST KITTS  
E-mail: [recruitment@ecseonline.com](mailto:recruitment@ecseonline.com)

We are looking for a brilliant individual to serve as Human Resource Manager. The successful candidate will plan, lead, direct, develop and coordinate the policies, activities, ensuring legal compliance and implementation of the organizations mission and talent strategy and will report to the Managing Director. They will be responsibility for talent attraction, acquisition, leadership development, succession planning, employee engagement and change management

## WHAT WE OFFER

- ▶ A Team-Oriented culture
- ▶ Competitive Salary
- ▶ Professional growth through development opportunities and continuing education
- ▶ Excellent health insurance benefits

**Deadline for Submission 30th November 2022**