

JOB TITLE	Human Resources Administrator
LOCATION	Guyana
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

The Human Resources Administrator will provide comprehensive administrative and HR support to ensure smooth operations of the Human Resource Department. The role involves preparing and maintaining documentation, supporting employee processes, managing compliance requirements and assisting with departmental coordination, including road errands when necessary.

Objectives:

- Support the smooth operation of the HR Department through effective administration and documentation.
- Maintain confidentiality and promote professionalism in all HR functions.

JOB RESPONSIBILITIES

- Greet and assist visitors and callers, handle inquiries and direct them to the appropriate persons.
- Answer, screen and forward incoming phone calls in a professional manner.
- Respond to emails in a timely manner, seeking guidance from the HR Manager where necessary.
- Provide accurate information to internal and external stakeholders.
- Arrange conferences, meetings, interviews and travel reservations for employees.
- Receive, sort and distribute daily mail and deliveries.
- Maintain office security by following safety procedures and monitoring visitor access.
- Perform clerical duties including filing, photocopying, transcribing and scanning.
- Support the development and maintenance of organizational health and safety policies and procedures.
- Prepare HR documentation including memos, notices, letters to NIS, life insurance forms and reports as required.
- Make and maintain copies of all employee-related documents under HR purview.
- To uplift NIS & GRA compliance and approval letters.
- Support onboarding and offboarding processes for employees, ensuring documentation and compliance are in place.
- Assist with arranging accommodations for employees.
- Supervising drivers and arranging transportation.
- Assist with planning and executing departmental events.
- Perform external HR support functions.
- Other duties as assigned.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Certificate or Diploma in Human Resource Management, Industrial Relations, Office Administration, or a relevant field (Bachelor's degree is an asset).
- Minimum of two (2) years proven experience in human resources and/or administrative support.
- Demonstrated knowledge of labor laws, HR policies and best practices.
- Outstanding communication and interpersonal abilities with a pleasant, professional demeanor.
- Strong organizational, planning, time management and multi-tasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and ability to use office equipment (copiers, fax machines, phone systems).
- Ability to handle confidential information with integrity and maintain high ethical standards.
- Ability to work independently with minimal supervision; self-starter who takes initiative.
- Customer service-oriented with a proactive and problem-solving mindset.