

## CAREER OPPORTUNITY

The **General Employees Co-operative Credit Union Limited (GECCU)**, the largest credit union in St. Vincent and the Grenadines is seeking to recruit a qualified and experienced candidate to join its team as Human Resource Assistant.

### **Summary of Position**

The Human Resources Assistant will provide administrative support to the Human Resources Manager/Department, assisting with recruitment and employee support, onboarding, and orientation, records management, employee relations and engagement, benefits administration, and other HR functions, including assisting with development of the department's work plan.

### **Duties include but are not limited to the following accountabilities:**

- Provides recruitment support by posting job vacancies on various platforms and assists with the recruitment process such as scheduling interviews, conducting background checks and reference verifications;
- Maintains and updates employee records, ensuring that all information is accurate, confidential and in compliance with credit union policies and legal regulations;
- Assists in coordinating employee onboarding and off boarding processes;
- Provides general HR support to staff members and assists with resolving inquiries or concerns, with the guidance of the HR Manager;
- Supports the HR Manager with ongoing HR projects such as trainings, performance reviews and employee surveys;
- Assists the HR Manager in preparing reports, presentations and communication materials;
- Assist the HR Manager in ensuring that the credit union remains compliant with employment laws, union regulations and internal policies;
- Assists with employee engagement programmes and initiatives designed to foster a positive work environment;
- Assists with HR system improvements, troubleshooting issues, and supporting software implementation.

### **Qualifications and Experience**

- Associate's Degree in Business, Management or related field
- 3 years' relevant working experience; prior experience in an administrative role preferably in HR or within a financial institution is desirable

### **Competencies**

- Knowledge of employment laws and regulations;
- Proficient with or the ability to quickly learn Human Resources Information System and similar computer applications;
- Ability to handle highly sensitive and confidential information;
- Ability to communicate effectively, both orally and in writing;
- Ability to work independently and as part of a team;
- Ability to multi-task, prioritize work effectively and work with minimum supervision;
- High level of organizational skills, efficient time management and interpersonal skills
- Meticulous attention to detail;
- Good analytical and problem solving skills;
- Member-centric mindset with a passion for delivering exceptional service.

**Remuneration:** Commensurate with qualifications and experience. Benefits package include corporate uniforms, health insurance, pension plan, paid leaves, and professional development opportunities.

Letters of application accompanied with proof of qualifications, resumé and two (2) letters of recommendation should be addressed to:

The Operations Officer  
GECCU Limited  
P.O. Box 1636  
Halifax Street  
Kingstown

The closing date for receipt of applications is **December 20, 2024**. Only applicants shortlisted for further consideration would be notified.