



HUMAN RESOURCE OFFICER

OVERVIEW

The Human Resources Officer serves as an experienced HR Professional who would provide primary technical experience in areas of Benefits Administration, Training and Industrial Relations. The incumbent should have strong technical competence and be Administratively strong possessing good organization and clerical skills.

KEY COMPETENCIES

- Benefits-Administration
- Performance Management
- Training and Development
- Industrial Relations

MAIN TASKS

Benefits Administration

- Oversee the Company's Group Health Plan and Group Pension Plan; enrolment, queries etc.
- Liaise with Insurance Broker on employees' issues and ensure it is addressed in a timely manner to achieve operational efficiency.
- Liaison with the representative on the Company's Pension Plan and ensure documentation is updated, properly documented and issues addressed when necessary.

Performance Management

- Coordination of the performance management system; careful evaluation of forms and identifying errors and gaps that require attention.
- Tracking performance of staff of probation or on PIP's.
- Updating and maintaining a Performance Management Tracker

Industrial Relations

- Liaison for addressing employee grievances, ensuring that matters are handled in keeping with company policy and good Industrial Relations practices.
- Guiding managers and supervisors as needed on the effective handling of Industrial Relations matters

Training and Development

- Preparation of a Training Plan and Analysis for addressing gaps.
- Identifying Training needs of employees to improve overall performance.
- Monitoring and Managing Training Budget for facilitating in-house training.
- Analyzing developmental needs for career advancement and improvement.

MINIMUM EDUCATION & QUALIFICATIONS

- Bachelor in Human Resources Management or related Social Science.
- Certificate in Labour Laws or Industrial Relations Practices.
- At least (3) years' experience in a similar role.
- Experience in setting Training Plans.

HOW TO APPLY

Applications can be sent to careers@toyota-trinidad.com.