



TOYOTA
TRINIDAD AND TOBAGO LIMITED
TEMPORARY HR ADMINISTRATOR
BARATARIA BRANCH

The Human Resources Administrator provides comprehensive technical and administrative support to the Human Resources Department, ensuring efficient execution of HR policies, programs, and processes. This role is critical to maintaining compliance, supporting employee engagement, and driving operational excellence within the organization.

MAIN TASKS

1. Policy & Documentation: Draft and maintain technical memos, reports, and HR policies in alignment with company standards and legal requirements.
2. Recruitment & Selection: Manage end-to-end recruitment processes, including sourcing, screening, interviewing, and onboarding of potential employees.
3. Leave Administration: Oversee leave management systems, ensuring accurate tracking and compliance with company policies and labor laws.
4. Training & Development: Administer the company's training plan, coordinating programs to enhance employee skills and performance.
5. Industrial Relations: Support the management of industrial relations matters, ensuring adherence to local labor laws and company guidelines.
6. Performance Management: Administer the performance appraisal process, ensuring timely completion and alignment with organizational objectives.
7. Employee Benefits: Manage employee benefits programs, including enrollment, updates, and compliance with statutory requirements.
8. Payroll Administration: Assist in payroll processing, ensuring accuracy, confidentiality, and compliance with regulatory standards.

EDUCATION & QUALIFICATIONS

- Bachelor's degree in Human Resources Management or a related discipline.
- Certification in local Labor Laws and Industrial Relations preferred.
- Highly organized with strong attention to detail and ability to manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills.

Experience

- Minimum 3 years' experience as a Human Resources Generalist or in a similar HR role.
- Demonstrated competence in HR administration, recruitment, and employee relations.
- Familiarity with HRIS systems and payroll software is an asset.

Application Details

Deadline for Submission of Resumes: December 12, 2025