



TEMPORARY HUMAN RESOURCE ADMINISTRATOR BARATARIA BRANCH

The Human Resources Administrator provides both technical and administrative support to the Human Resources Department.

MAIN TASKS

- Draft technical memos, reports, and policies
- Recruit potential employees
- Leave Management
- Administration of the company's Training plan
- Industrial Relations Management
- Administration of Performance Appraisal process
- Employee Benefits Administration
- Payroll Administration

EDUCATION & QUALIFICATIONS

- Degree in Human Resources Management/ related discipline.
- (3) years' experience as a Human Resource Generalist Competent in written communication.
- Certification in local Labor Laws/ Industrial Relations.
- Highly organized with a strong emphasis on attention to detail.

HOW TO APPLY

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