

# Career Opportunity

## Scotiabank (Turks and Caicos) Limited

is seeking the services of a

### Human Resources Officer

Salary ranges between \$31,400 -\$47,000  
Commensurate with qualifications and experience

#### Position Summary:

**IF YOU HAVE A PASSION TO SUPPORT, MOTIVATE AND LEAD PEOPLE by role modelling key behaviours**, then consider this opportunity to be a key change agent at Scotiabank (Turks and Caicos) Ltd. The Incumbent to this position is responsible for providing overall Human Resources support to business line managers in order to achieve the Bank's business objective through execution of Human Resources policies and procedures. This includes Recruitment and Staffing, dissemination of Human Resources related information and material, Total Compensation and Benefit administration and typical Human Resource support for the bank's employees and managers. The Incumbent of this position will report to the Senior Manager Human Resources-Caribbean North District.

#### Key Accountabilities for this role include:

##### 1. HUMAN RESOURCES ADMINISTRATION

Maintaining a sound knowledge of all necessary approved HR Policies/Guidelines including the International Human Resources Manual, Salary Administration Guidelines, Recruitment Policy and other benefit plans, etc;

- Maintaining HR filing system;
- Maintaining strict confidentiality of personnel information;
- Performing other sundry duties as assigned;

##### 2. RECRUITMENT & STAFFING ACTIVITY:

- Prepares offer for employment letters for designated officers;
- Categorize and respond to job applications that are declined;
- Ensuring accurate maintenance of records relative to job posting activities within the network;
- Maintaining an accurate and reliable data base of all staff in bank systems.
- Preparing, checking and co-coordinating all required internal and external staff returns and related Management information reports;
- Assisting with periodic Bank functions, Christmas Party, Tributes Awards, and EAGMs etc.
  - Coordinate employee recognition programs (Applause, Best of The Best, etc.)
  - Coordinate team building activities that support the Bank's corporate social commitments.
- Providing strong administrative support that supports the centralized payroll processing mechanism;
- Coordinate Short Term Work Permit Applications as required;
- Distributing medical cheques, GESOP and pension statement as required.
  - Assist with the compilation of data for market studies as required.

#### Desired Functional Competencies:

- Excellent communication, presentation, and organization skills.
- Good knowledge of the TCI Employment Ordinance and related legislation, policies and procedures.
- Thorough knowledge of cash and non-cash compensation program analysis and design.
- Good knowledge of performance management systems/programs.
- Proven ability to perform independently with little supervision.
- Proficiency in Microsoft Windows including Word, PowerPoint, Excel, etc.
- Ability to be extremely Results and Customer Focused.
- Excellent communication, presentation, and organization skills.
- Good knowledge of the TCI Employment Ordinance and related legislation, policies and procedures.
- Thorough knowledge of cash and non-cash compensation program analysis and design.
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- Proven ability to perform independently with little supervision.
- Proficiency in Microsoft Windows including Word, PowerPoint, Excel, etc.
- Ability to be extremely Results and Customer Focused.

#### Educational Requirements:

- Progressive business experience and 3-5 years' experience in human resources and/or administration.
- Preferred: A university/college degree from a recognized institution.
- Professional human resources designation (if applicable) a plus.

#### Qualified candidates should submit C.V. to:

Human Resources Department, Scotiabank (Turks and Caicos) Limited, 88 Cherokee Road, Providenciales.  
santresha.gardiner@scotiabank.com no later than January 19th, 2018

Note: Only persons short-listed for an interview will be contacted.

