



The JPS & Partners Co-operative Credit Union Ltd. is seeking to identify a suitably qualified candidate to fill the position of:

HUMAN RESOURCE OFFICER

We are seeking to hire a highly organized Human Resource Officer to perform administrative and secretarial duties necessary for the effective operation of the Human Resource Department. The successful candidate should display a thorough understanding of office administration and human resource management procedures. The Human Resource Officer should demonstrate exceptional organizational and time management skills to complete all duties in a timely manner.

Responsibilities

- Providing efficient administrative and secretarial support to the HR Department
- Assist with coordinating the recruitment and on-boarding process
- Monitor and maintain leave records
- Maintain an efficient filing system
- Maintain the HR Management System
- Monitor and coordinate staff welfare and benefits to include uniform, Group Life and Health Insurance policies
- Provide superior customer service to staff and members
- Maintain professionalism, integrity and confidentiality at the highest level.

Requirements

- Bachelor's Degree in Human Resource Management, Business Administration or equivalent from an accredited training institution.
- CAP or other equivalent professional secretarial qualification, an asset.
- Two (2) years' experience in a similar capacity.
- Proficiency in Microsoft Office Suite and HRM System
- Knowledge of Employment and Labour Laws

Applications should be submitted by **May 22, 2024**, addressed to:

The Human Resource Manager
JPS & Partners Co-operative Credit Union
65¾ Half Way Tree Road
Kingston 10
Email: jpscreditunion@jpscu.com

We thank you for your expressions of interest, however, only shortlisted applicants will be contacted.