

VACANCY

Human Resources Generalist

Applications are invited from persons with suitable qualifications to fill the position of **“Human Resources Generalist”** at the Republic Bank (EC) Limited.

This position will be located in St. Lucia and will report to RBEC Head Office in St Lucia.

The jobholder is responsible for:

- Identifying and executing sound human resources practices directed at specific business needs.
- Maximizing the impact of HR to effectively contribute to the meeting of organizational objectives.

DUTIES AND RESPONSIBILITIES

- Develop and implement strategies to meet current and anticipated staffing needs.
- Coordinate recruitment and selection of qualified job applicants or refer them to Managers, making a hiring recommendation.
- Preparation of paperwork related to job recruitment of candidates and promotions of existing employees.
- Plan and coordinate new team-member orientation.
- Prepare and maintain employee records.
- Serve as a link between Republic Bank EC Limited's Head Office in St. Lucia and the branches located in other Caribbean territories, by handling HR related questions, interpreting and explaining HR policies and assisting in the resolution of employee related issues.
- Monitoring of Overtime, Absenteeism, Punctuality to identify problem areas and initiating remedial action where necessary.
- Coordinate activities associated with the Bank's annual employee Performance Management calendar.
- Coordinate learning and talent development activities.
- Manage payroll cycle activities.
- Other projects as assigned.

REMUNERATION

The Bank offers an attractive compensation package.

Closing date for submission of applications is **March 7, 2025**

Kindly submit applications and resume by email to - rblecapplications@rfhl.com

BEHAVIOURAL COMPETENCIES AND SKILLS

- Superior interpersonal skills; proactive approach to problem solving; good leadership abilities; results oriented; ability to work effectively in a team environment; strong organizational and analytical skills; and high level of adaptability and comfort with adjusting priorities.
- Good working knowledge and use of Microsoft Office Suite.
- Good technical report writing and communication (oral and written) skills.

QUALIFICATIONS AND EXPERIENCE

- First Degree in Human Resource Management/Business Administration or post graduate degree with concentration on Human Resource Management.
- At least five years' experience as an HR Generalist, with a sound understanding of HR policies and procedures management.
- Working knowledge of Employment and Labor Legislation in Eastern Caribbean.
- Superior knowledge of MS office. Experience working with a HRIS, People Soft will be considered an asset.

Thank you for your interest in Republic Bank (EC) Limited.

****Please note that only suitable applications will be acknowledged.**