



## **JOB VACANCY- HUMAN RESOURCE ASSISTANT**

The Human Resource Assistant supports the Human Resource Officer and provides administrative and other HR support in the various human resources functions including recruitment, staffing, training and development, performance management and employee relations.

### **Main Duties and Responsibilities**

1. Performs general administrative and office support activities including photocopying, faxing and mailing documents and correspondence.
2. Computes employee payroll, calculating employee benefits and deductions for review by the Human Resource Officer and processing by the Finance and Investments Department.
3. Ensure that payroll-related queries are resolved in a timely manner and the appropriate feedback is provided to employees.
4. Assist in the recruitment of new employees, by preparing job advertisements for vacant positions, scheduling interviews and preparing interview packages, as required.
5. Assists with the planning of social events for employees.
6. Sorts, records, dates, and distributes correspondence in a timely manner, ensuring all outgoing correspondence is appropriately packaged for delivery.
7. Assists with the execution of training plans by liaising with training providers to coordinate the registration and participation of employees on approved programmes and follow up with employees for reporting on training attended.
8. Assist with interpreting and implementing human resource policies and procedures.
9. Assist with providing advice/support to staff regarding human resource issues, rules and regulations.
10. Assists the Department in creating and maintaining recordkeeping systems.
11. Process documentation and prepare reports relating to personnel activities such as staffing, recruitment, employee leave, training etc.
12. Supports the Human Resource Officer in managing employee relations matters, including conflict resolution and disciplinary actions.
13. Ensures the maintenance of updated hard copy and electronic central filing system in accordance with established policy and systems for document management and control for ease of retrieval and security of Company documents.
14. Supports the assigned Department in filing and recording information and data.
15. Prepares written reports or responses to routine enquiries.

## **Education and Job Experience**

1. Associate Degree in Human Resource Management, Business Management/Administration.
2. Three (3) years' working experience in a human resource generalist role.
3. At least two (2) years' experience in payroll processing.
4. Certificate in Industrial Relations/Labour Laws from a reputable institution will be considered an asset.
5. Working knowledge of Human Resource management policies, practices, laws and regulations.
6. Working knowledge of industrial relations laws, best practices and human resource information systems databases.

Any other combination of qualifications and experience.

## **Knowledge, Skills, and Abilities**

1. Computer skills and knowledge of relevant software, particularly Microsoft Office Suite.
2. Organizational skills.
3. Flexibility to work extended working hours when required.
4. Ability to maintain tight deadlines.
5. A strong team player.
6. Strong attention to detail and accuracy.
7. Pleasant and hospitable disposition/ customer service oriented.
8. Must be able to communicate effectively and professionally at all levels.
9. Must have an excellent command of the English language and be adept at drafting correspondence.
10. Strong communication skills, both oral and written.
11. Must be able to demonstrate a high level of confidentiality.
12. Keeps up to date with the latest human resource trends and best practices.

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## **Instructions for Applicants**

Applications **must** be submitted via **email** to [careers@e-idcot.co.tt](mailto:careers@e-idcot.co.tt) and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resource Officer  
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd  
Isaac T McLeod Building, Cove Eco-Industrial and Business Park  
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject **must** state the position being applied for and copies of all educational certificates **must** be attached.

Applications are to be emailed no later than **4.00 p.m.** on **Thursday 10<sup>th</sup> April 2025**. Late or incomplete applications will not be considered.

*We thank all applicants for their interest, however only shortlisted candidates would be contacted.*