



# RHAND

## Credit Union Co-operative Society Limited

Email: [info@rhand.org.tt](mailto:info@rhand.org.tt) / Website: [www.rhand.org.tt](http://www.rhand.org.tt) / Registered No. 38 on 27<sup>th</sup>, March 1947

57 – 61 Abercromby Street  
Port of Spain  
Tel.# (868) 623-5920, (868) 624-8708/9, (868) 627-4263  
Fax # (868) 627-0887, (868) 625-3161, (868) 623-1609

5i Woodford Street  
Arima  
Tel.# (868) 664-1181 / (868) 667-3742  
Fax # (868) 667-6051

Bacolet Street  
Scarborough  
Tel.# (868) 635-0127, (868) 639-4854  
Fax # (868) 660-7452, (868) 635-0120

## VACANCY

***RHAND Credit Union is looking for***

**Position: Human Resources Support Officer**

No. of vacant Positions: One (1)

Location: Port of Spain

### **Key Duties and Responsibilities:**

- Reviews all leave documentation for completeness of information especially regarding certification. Ensures that all anomalies are highlighted and communicated.
- Maintains the Vacation Leave roster and communicates leave related issues to the relevant stakeholders in a timely manner. Works with the HR Officer & Manager to report on Vacation Leave Liability.
- Monitors time-keeping and attendance of staff on scheduled basis. Highlights and reports on issues, communicates to relevant stakeholders and follows up as needed.
- Monitors employee movements (transfers, promotions, probation, end of contract etc) and starts necessary processes, documentation as needed.
- Assists with Talent Management by reviewing available courses for relevance and completes administrative details.
- Assists in the administrative aspects of the monthly payroll as directed.
- Responsible for data entry in the HRIS, creation of databases, updating files etc. Ensures filing system is updated and current as per established guidelines.
- Assists with the drafting of HR Communications / Newsletters as directed.
- Researches best practices, new legislation, policies etc., and makes recommendations.
- Provide support for IR activities of the department as required.
- Ensures the confidentiality of the department by ensuring that all documentation is filed and stored in a manner that will not compromise the integrity of the data.
- Assists with special projects/assignments and attends training as required.
- Performs other duties and responsibilities which may be assigned from time to time.

M. MINGUELL  
President

E. WALKER  
Vice President

M. GIBBS  
Secretary

M. ROUFF  
Asst. Secretary

R. COOPER  
Treasurer



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### Education requirements:

- Tertiary qualifications an asset – at minimum should be actively pursuing studies in H.R. Management, Business Management, ABE etc.)
- Minimum of two years of related experience, previous experience working in a HR department a strong asset.
- Experience working in a unionised environment an asset
- Experience working with an HRIS system an asset
- Demonstrated proficiency and/or certification in Microsoft Office Suite (Excel, Word, PowerPoint).
- A suitable combination of experiences may be considered in lieu of qualifications.

### Experience:

- Minimum of two years of related experience; previous experience working in a HR department is a strong asset.
- Solid experience in Administration, must have good experience with filing systems, databases etc.

### Competencies:

- Good research skills
- Good report writing and problem-solving skills
- Good organizational and time-management skills
- High integrity and ability to treat confidential information with great discretion
- Strong collaborative skills, pro-active self-starter with strong follow through
- Takes an active role in HR led initiatives, has creative solutions to HR issues.
- Able to operate under tight deadlines, with multiple priorities
- Good communication skills – with the ability to interact with all stakeholders including the Board, General Manager, Staff and shareholders.
- Must be able to foster and maintain a cooperative work environment.
- Must have the ability to stay calm and focused in stressful situations.

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President

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Vice President

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Treasurer



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**Applications with complete Résumé should be addressed to:**

**Human Resources Manager  
RHAND Credit Union Co-operative Society Limited  
#57-61 Abercromby Street  
PORT OF SPAIN**

Email: [hr@rhand.org.tt](mailto:hr@rhand.org.tt) (Subject: Human Resources Support Officer)

**The closing date for receipt of applications is: Thursday 13<sup>th</sup> December, 2018**

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**President**

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**Vice President**

M. GIBBS  
**Secretary**

M. ROUFF  
**Asst. Secretary**

R. COOPER  
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