



HUMAN RESOURCES MANAGER

Coreas Distribution Limited is seeking to employ a highly skilled Human Resource with experience in a dynamic organization. The goal is to ensure that the successful candidate can take control of the department immediately.

KEY RESPONSIBILITIES

- Assist in the recruitment and selection of staff.
- Assist in the identification of training needs and ensure satisfactorily fulfillment of these needs.
- Assist in the implementation of annual appraisal system.
- Supervise the preparation of fortnightly and monthly payroll.
- Promote harmonious industrial relations between management and staff.
- Assist in the preparations and development of annual strategic plans.
- Promote health and safety awareness among employees.
- Assist the CEO with special projects.

SKILLS & OTHER ATTRIBUTES

- Excellent communication, time management and leadership skills.
- An analytical mind with problem-solving skills.
- Familiarity with business software such as Microsoft Office.
- A high level of confidentiality.
- The flexibility and willingness to learn.
- Strong leadership and supervisory skills.
- The ability to work as part of a team and motivate others.

QUALIFICATIONS & EXPERIENCE

- Applicants must possess at least a Bachelors Degree in Human Resource Management or a related field.
- A minimum of 5 years' experience in a leadership position.

REMUNERATION

The salary and benefit package for this position will be commensurate with the successful candidate's qualification and experience.

Applications inclusive of current curriculum vitae, academic and professional certificates and referee must be submitted by **June 29th, 2018**.

Email: beverly.bailey@thegelgroup.com with subject "**Human Resources Manager**" or addressed to "**Chief Executive Officer, P. O. Box 2691, Kingstown, St. Vincent.**"

Be advised that only applicants selected for interview will be acknowledged.