



Turks & Caicos Banking Company Limited

Join Our Team as Human Resources Specialist!

Are you passionate about people and fostering a vibrant work culture? We're seeking a dynamic and experienced HR Specialist to join our team.

Key Responsibilities:

- Implement and oversee HR policies and procedures.
- Manage recruitment processes, from sourcing to onboarding.
- Administer employee benefits and handle payroll.
- Resolve employee relations issues with professionalism and empathy.
- Develop and conduct training programs to enhance employee skills.
- Manage the appraisal process.
- Create employee contracts and job descriptions.

Requirements:

- Bachelor's degree in HR Management or related field.
- Proven experience in HR roles, with at least 3 years in a similar capacity.
- In-depth knowledge of employment laws and regulations.
- Excellent communication and interpersonal skills.
- Knowledge of HR software.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- Collaborative and supportive work environment.
- Chance to make a meaningful impact on our team and company culture.

If you're ready to contribute your expertise and passion to a dynamic workplace, send your resume and cover letter to services@tcbc.tc by March 1st, 2024.

ONLY persons with relevant qualifications and skills will be shortlisted.