



Grenada Electricity Services Ltd, is looking for a skilled **HUMAN RESOURCE OFFICER**, who will provide critical support in the day-to-day activities of the human resource management function.

Under the direction and guidance of the Human Resource Manager, the position co-ordinates the delivery of human resource management activities, including recruitment and onboarding, training and development, human resource statistics, human resources administration, performance management and industrial relations.

### Knowledge, Skills & Abilities:

- Full knowledge of HR functions and best practices.
- Understanding of labour laws and disciplinary procedures.
- Proficiency in MS Office: Knowledge of HRMS would be a plus.
- Outstanding organisational and time management skills.
- Excellent communication and interpersonal skills.
- Problem solving and decision-making abilities.
- Strong ethics and reliability.
- Minimum of five (5) years working experience in a similar position.

### Qualifications

- Bachelors Degree in Human Resource Management, Business Administration, or related fields.
- HR Credentials would be an asset (e.g. PHR, SHRM-CP).

**Applications with Curriculum Vitae should be submitted no later than Thursday, 31 August 2023 to:**

The Human Resource Manager,  
Grenada Electricity Services Ltd.

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GRENADA