



CAREER OPPORTUNITY



Water Authority - Cayman

Invites applications for the post of

Human Resources Administrator

The successful candidate will provide general administrative support for the Human Resources and Administration Department, mainly in benefits administration, recruitment and staffing, staff event planning, and record management. He/she will also provide administrative support for learning and development as needed.

JOB REQUIREMENTS:

- A Bachelor's Degree in HR/Business Administration and minimum 2 years' experience in HR Administration or; an Associates Degree in HR/Business Admin and minimum 3 years' experience in HR Admin
- Professional certification in HR management/administration from an accredited body, i.e. HRCI, SHRM, CIPD, CISHRP or equivalent, is preferred
- Excellent computer skills and proficiency in Microsoft Office Suite is required; experience with relevant HRMS software will be advantageous
- Excellent written, oral and interpersonal communication skills
- Strong organisational and record management skills, and ability to work independently and in a team to meet specific deadlines
- A valid CI Driver's Licence.

The Water Authority offers competitive salaries, an international medical insurance plan, pension plan and generous vacation benefits. The starting salary range is CI\$46,340 - \$57,920 per annum.

Please send applications, including cover letter and resume to:

Chief HR Officer

P.O. Box 1104, Grand Cayman KY1-1102, Cayman Islands

Email: HR@waterauthority.ky

Application Deadline: **7 May 2024**

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