



POSITION VACANCY

Administrative Officer – Human Resources

SCOTIABANK TRINIDAD AND TOBAGO LIMITED is part of a global network committed to customer satisfaction, employee dedication, shareholder confidence and a leader in the provision of financial services – is seeking to hire a suitable candidate in the position of **Administrative Officer – Human Resources**

The Administrative Officer is responsible for providing administrative support to the Manager, H/R Administration & Employee Services in the efficient and effective management of the Human Resource functions at the Managing Director's Office. To do so, the incumbent secures full knowledge of and maintains all applicable computer systems and ensures overall reliability of the processing and reporting functions within the Department.

The ideal candidate should possess -

- A minimum of two (2) years experience in a similar field
- Outstanding communication and relationship building skills
- PC literacy and have the ability to work comfortably using Microsoft Office
- Possession of a Undergraduate Degree or Diploma in Human Resource Management will be an asset
- The ideal candidate should demonstrate/possess behaviors which include:
 - ❖ Leadership Qualities
 - ❖ Customer Focused
 - ❖ Team Player
 - ❖ Ethics / Integrity / Trust
 - ❖ Results Oriented

If you meet the above requirements please apply to:

Career Opportunities: Administrative Officer – Human Resources

c/o General Manager – Human Resources

Scotiabank Trinidad and Tobago Limited

P.O. Box 621

Port of Spain

Or e-mail your resume to: tt.hr@scotiabank.com

Please include: APPLICATION – Administrative Officer – Human Resources in your subject line.

Your comprehensive application should be received no later than January 13, 2012

All applications will be treated in the strictest of confidence.

We thank all interested applicants; however, only short listed candidates will be contacted.