



# EXTERNAL VACANCY NOTICE

## **POSITION: Assistant Manager (Employee Relations Specialist)** **Human Resources and Training Department**

Applications are invited externally from suitably qualified persons for the position of **Assistant Manager (Employee Relations Specialist)**, Human Resources and Training Department.

### **Job Summary**

Responsible for Employee and Labour Relations and promoting professional work relations and a positive work environment.

### **Responsibilities**

- Assist with supervision of staff within the department.
- Ensure internal and external customer concerns and complaints are addressed in a timely manner.
- Generate goodwill among the Human Resources and Training team, customers, employees and stakeholders of The National Insurance Board.
- Demonstrate and foster team building and collaboration throughout the organization.
- Responsible for the development and administration of the Employee Relations Programme including Employee Assistance Programmes.
- Plan and execute staff activities and events such as Annual Christmas Party, Long Service Awards Ceremony and Reception, Wellness initiatives, etc.
- Coordinate Employee Assistance Programmes
- Participate on Health and Safety Committee and other Committees regarding Employee/Labour Relations.
- Management's liaison with Unions.
- Assist with Dispute Resolution and addressing staff matters, employees complaints and grievances in accordance with Industrial Agreements, Policies and Procedures, etc.
- Assist with Contract Negotiations.
- Assist with developing, formulating, updating and recommending Human Resources Policies and Procedures and the staff employee handbook.
- Explain Policies and Procedures and assist with providing related training.
- Provide advice and guidance to supervisors on employee matters in accordance the Industrial Agreements, Policies and Procedures.
- Prepare write-ups, reports and recommendations pertaining to Employee and Labour Relations.
- Assist with onboarding and exit procedures.
- Manage assigned physical resources to ensure appropriate use and cost effectiveness.
- Assist with departmental budgetary preparations and monitoring.

### **Qualifications and Requirements**

- A Bachelor's degree in Human Resources, Business Administration or Public Administration from an accredited college or university.
- Background/Certification in Employment Law
- Good knowledge of Employment Act.
- Experience with preparing, reviewing, and administering Industrial Agreements, Employee Handbooks, Policies and Procedures, etc.
- Outstanding administrative and general office management skills of not less than five (5) years.
- Proficient in Microsoft Office Suite of products including but not limited to Microsoft Word, Excel, Power Point.
- Excellent organizational, written and oral communication skills.
- Exhibit concern for attention to detail, accuracy and careful adherence to established policies and procedures.

### **Application**

Interested persons may apply by submitting a cover letter with the subject Assistant Manager (Employee Relations Specialist) and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager  
Human Resources  
The National Insurance Board  
Clifford Darling Complex  
Nassau, Bahamas**

Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

**Application Deadline: November 23rd, 2023**



(242) 225.5642



[apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)



[www.nib-bahamas.com](http://www.nib-bahamas.com)