



CAREER OPPORTUNITY

Suitably qualified professionals are invited to apply for the position of

Human Resources & Administration Manager

at the Grenada Investment Development Corporation

JOB SUMMARY:

The Human Resources & Administration Manager will be responsible for the following: -

- serving as a collaborative leader, supporting initiatives and operations across all business units of the organisation,
- strategic human resource development and management,
- ensuring excellent customer satisfaction through improved business processes,
- developing and implementing policies and procedures, and
- organizational transformation initiatives and processes.

PREFERRED CANDIDATE PROFILE:

- Experience:** Minimum five (5) years' experience in a senior HR position with a focus on Learning and Performance Improvement. Experience in the private sector will be an advantage.
- Education:** Master's degree specializing in Human Resource Development, Human Resource Management or related field. Qualifications in Business Studies and Project Management will be an asset.
- Technology:** Competence and experience using a range of productivity, performance management and collaboration software, including Microsoft Office suite and Google Apps.
- Competences:** Planning and delivery of training; facilitation of learning and development programmes; performance growth; business acumen; strategic thinking; communication; change management; team building; industrial relations; emotional intelligence.

CONTACT DETAILS:

Applications along with electronic copies of resume/CV and other supporting documents are to be submitted to application@gidc.gd. Unsuitable applications would not be acknowledged.

Deadline for the submission of applications – December 10th, 2021.
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