

Human Resources Assistant (Guyana)

Position summary

The Human Resources Assistant provides administrative and operational support to the HR team by assisting with recruitment, onboarding, employee records, HR systems, compliance, benefits administration, and employee engagement activities. This role ensures HR processes are completed accurately, confidentially, and in compliance with company policies and employment laws while delivering excellent service to employees and managers.

Key Responsibilities

- Schedule interviews and coordinate candidate communications.
- Conduct new hire onboarding and orientation.
- Ensure all pre-employment documentation is completed and filed.
- Coordinate background checks, employment verification, and reference checks.
- Maintain accurate employee personnel files.
- Maintain organizational charts
- Assist employees with benefit enrollment and benefit-related questions.
- Maintain leave of absence records.
- Coordinate employee recognition and engagement programs.
- Support investigations by gathering documentation.
- Assist in organizing employee meetings and wellness initiatives.
- Maintain employee records in compliance with legal and company requirements.
- Support internal and external HR audits.
- Maintain confidentiality of employee information.
- Maintain HR calendars and meeting schedules.
- Order onboarding and office supplies.
- Complete Local Content Reporting
- Perform other duties as assigned.

Experience

- Minimum of one (1) to two (2) years of relevant experience in Human Resources or a related administrative role.
- Experience in Local Content Reporting
- Working knowledge of HR principles, employment practices, and applicable labour laws in Guyana.

Education

- Minimum of five (5) CSEC passes, including Mathematics and English Language.
- A Certificate or Diploma in Human Resource Management, Business Administration, or a related field would be an asset.

Skills & Competencies

- Ability to communicate effectively and professionally with others.
- Strong written and oral communication skills.
- Proficiency in Microsoft Office.

An exciting opportunity

We offer you an exciting opportunity to work in a team of motivated and qualified specialists, in a company with a high focus on employees and a unique culture.

Ready to take the next step in your career? Apply now.

Only shortlisted candidates will be contacted.

Blue Water Shipping is an equal opportunity employer and encourages qualified professionals to express their interest.

For this role, visa sponsorship is not available.

What we do – Together we create solutions

Blue Water is a global provider of all logistics services in modern supply chain management. The company was founded in 1972 in Denmark, and today, Blue Water has over 2,700 employees at 80 offices worldwide. Every Blue Water office combines a strong global network with local expertise, and the company operates in various dedicated business segments.