

HUMAN RESOURCES REPRESENTATIVE

Georgetown, Guyana

About Us

We are Schlumberger, the leading provider of technology and services to the energy industry. Throughout much of the oil and gas lifecycle in over 120 countries; we design, develop, and deliver technology and services that transforms how work is done.

We define the boundaries of the industry by unleashing our talented people's energy. We're looking for innovators to join our diverse community of colleagues and develop new solutions and push the limits of what's possible. If you share our passion for discovery and want to find out what you could really do, then here is the place to do it.

Job Summary:

The HR Representative is responsible for supporting employees and managers on topics including hiring, relocation, benefits, career development, performance appraisals, compensation and promotions. The HR Representative is the first line of contact for management and employee queries, and assists the HR Manager in the design, development and implementation of various policies, programs and procedures, and administer these as directed.

Relationships:

Directly reports to the HR Manager.

Responsibilities:

Candidate's duties may include the following:

- Dedicate face time to support employees through interaction and feedback.
- Conduct employee information meetings on employment policies, benefits and compensation. Participate in union related meetings where appropriate.
- Act as first point of contact for employees regarding employee relations issues and concerns about motivation and job satisfaction.
- Assist business and line managers with interpreting and administering HR policies and programs.
- Raise exemptions as required per the relevant policy and process.
- Support line management on HR tools and processes, including performance appraisals, career planning, succession planning, career orientation reviews, identifying high-value employees and performance rewards.
- Support employee engagement initiatives.
- Coordinate internal and external training and recruitment activities.
- Assist in organizing internal teambuilding events and local community events.
- Assist with coaching and developing new team members.
- Participate in initiatives aimed continuously improving HR performance and employee motivation.
- Ensure compliance with the Data Privacy and Protection Guidelines and relevant legislation.
- Keeps abreast of new developments in the HR field and labor legislation to determine how company HR policies may be affected.
- Conduct yourself and carry out all duties with the highest level of confidentiality and professional integrity.
- Other duties and special projects as assigned.

Minimum Qualifications and Requirements:

- BSc, or Master's degree in Human Resources Management.
- Minimum 3-4 years previous experience in an HR Representative role
- Excellent verbal and written communication skills
- Must be detail-oriented and demonstrate excellent administrative and organizational skills.
- Strong project management, analytical and problem-solving skills.
- Intermediate or advanced knowledge of Guyana's labor legislation required

How to Apply

Send resume and cover letter to gycareers@slb.com with the subject line: **HR Representative – Your Name**. Resumes should also be saved with the applicant's first and last name. **The deadline for submission of application is June 30, 2021.**

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.