

Job title	<i>Human Resources Coordinator</i>
Place of work	Head Office
Reports to	Human Resources Director
Scope and general purpose	This role serves as a key operational partner within the Human Resources Department, ensuring the smooth operation of day-to-day HR functions and supporting the implementation of strategic initiatives. This role requires a proactive, detail-oriented professional who demonstrates ownership, accountability, and the ability to supervise junior staff while maintaining confidentiality, ensuring compliance, and delivering excellent service.
Liases with	<ul style="list-style-type: none"> • All Departments
Main Duties	<ul style="list-style-type: none"> • Manage end-to-end HR administration, ensuring accuracy, compliance, and timely processing of all documentation, employee records, and HRIS updates • Lead recruitment and selection processes, including job postings, candidate screening, interview coordination, reference checks, and seamless onboarding experiences • Facilitate smooth employee onboarding, orientation sessions, and offboarding processes while serving as a trusted first point of contact for routine employee inquiries on policies, procedures, and benefits • Drive employee engagement initiatives, recognition programs, performance management cycles (including probationary and annual appraisals), and feedback mechanisms • Coordinate learning and development activities, HR events, training sessions, and internal communications that strengthen team capability and morale • Coordinate and provide critical support in disciplinary, investigative, and grievance procedures – gathering information, scheduling meetings, documenting proceedings, and ensuring adherence to legal and internal standards with fairness and confidentiality. • Ensure full compliance with local labour laws, company policies, and health, safety, and environmental (HSE) standards while supporting audits and continuous improvement efforts • Mentor and provide guidance to HR assistants, interns, or support staff, and contribute to strategic projects such as policy development and HRIS enhancements • Promote and embody the organization’s core values, cultivating an inclusive environment where every employee feels valued and empowered to succeed • Follow the HSE Policy and meet the requirements of the organization’s Management System reporting all accidents, incidents, and near-misses observed.

Additional duties	Any other assignments given occasionally or daily by immediate superior or the management.
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Qualifications and Experience	<ul style="list-style-type: none"> • Bachelor’s Degree in Human Resource Management, Business Administration, or a related field with 3–5 years of progressive HR experience, including some supervisory or
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	<p>leadership exposure; or</p> <ul style="list-style-type: none">• A relevant Diploma with at least 5 years of solid HR experience in lieu of a degree.• Strong knowledge of local labour legislation and current HR best practices.• Proficiency in Microsoft Office Suite; experience with HR Information Systems (HRIS) is highly advantageous.• Excellent organizational, interpersonal, and communication skills (both written and verbal) with the ability to handle sensitive situations calmly and professionally.• Proven ability to handle sensitive information with the utmost confidentiality, integrity, and professional discretion.
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Please email your application to Recruitment.guyana@newrest.eu by the deadline.