

CAREER OPPORTUNITY

Sustainable Environmental Solutions Incorporated, Guyana's Premier Waste Management Company servicing both Oil/Gas and local Industry in Guyana is seeking qualified, skilled local talent to fill the following position for a **Human Resources Coordinator**.

Vacancy for Human Resources Coordinator

Description

The Human Resources coordinator reports to the General Manager and would direct and coordinate the administrative functions of the organization. This position oversees the recruitment; consultation with senior management on strategic planning and to ensure that the staff are managed efficiently and effectively, providing the highest degree of output to SES.

Job Type

Full time employment and Working hours: 08:00-17:00hrs, Monday-Friday.

Qualifications and Experience

- Degree in Human Resource Management, Management, or related field.
- Minimum of five 5 years' proven experience at a senior level/ similar capacity.
- Excellent knowledge of MS Office.
- Keen attention to detail and accuracy.
- Excellent interpersonal skills.
- Organizational and efficient time management skills.
- Strong ability to multi-task and perform in a fast-paced environment.
- Strong leadership and communication skills.

Remuneration

Attractive and competitive, based on academic qualifications and experience.

Instructions to Apply

Interested Candidates should submit their applications by May 31st 2022, via email to ses@ses-gy.com or the address below:

Mr. CHRIS CLARK

General Manager

Sustainable Environmental Solutions Inc.

Plantation 'A' Houston District

Greater Georgetown

Please clearly state the position you are applying for. Only shortlisted candidates will be contacted and this position is for **Guyanese Nationals Only**.

Closing Date: Tuesday, May 31st, 2022