



OBJECTIVE:

2021 Summer/Fall Internship for a Human Resources Coordinator-Jr at Saipem Guyana for six months.

RESPONSIBILITIES AND DUTIES:

- Administering the Company's global mobility policies and procedures by providing recommendations and best practice policy and process improvements through regular benchmarking and analysis. This includes considerations for tax compliance
- Develop strategies aimed at identifying and increasing the use of human resources in the companies operating in Guyana
- Build professional relationship with key personnel
- Management of the Grievance Mechanism including: Informing community how to access the mechanism, conducting first level review, keeping complainants informed of the status of any lodged complaints, tracking and reporting on grievances
- Ensure the Company adheres to local laws
- Contact the local immigration organizations and other Authorities for the issue of VISAs or other permits necessary to live and work in the country for expatriates or vessel employees
- Prepare adequate reporting to the Company / project management for their business strategic decisions
- Facilitate all the local relationships necessary to work in the Country, including Sustainability matters Support, in cooperation with other functions, Sustainability initiatives and promotion programs.
- Contribute to the local development and dissemination of a Saipem Sustainability culture
- Provide HR reporting to all interested parties
- Liaise with CLBD for posting tenders or job vacancies
- Liaising with Department Managers to determine staffing needs
- Screening CVs
- Coordinating interviews via WebEx, Skype or Video Conference between Guyana/Houston
- Conducting New Hire Orientations
- Coordinating pre-employment physical/drug exam by liaising with Saipem America Health and Welfare Coordinator
- Reconciling invoices
- Utilizing SAP for the creation of Work Orders, Delivery Orders or Service Entries
- Perform other duties as assigned

SKILLS:

- Computer Literate (Microsoft Office, Microsoft Project or similar)

EDUCATION:

- Recent graduate with a Bachelor's Degree in Human Resource Management, Business, Economics or Law.

WORKING CONDITIONS:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Must have flexibility in working hours to achieve assigned responsibilities.

Must be able to stand; walk; sit. May be required to lift and/or move objects up to 35 lbs.

Please send your resume with the subject "**Internship-HR Coordinator-Jr**", to saipemgycareers@saipem.com

Please note, the closing date for applications is **May 7, 2021**. **Qualified candidates will be contacted**