



Saipem has a vacancy for HR Coordinator

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 relationships 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 Agencies for the posting of job vacancies.
- Liaising with Department Managers to determine staffing needs.
- Screening CVs and shortlisting qualified candidates.
- Coordinating interviews: oversees preparation of interview questions and other hiring and selection materials. Assists with the interview process, attending and conducting interviews with managers, directors, and other stakeholders.
- Conducting New Hire Orientations
- Coordinating pre-employment physical/drug exam by liaising with Saipem Health and Welfare Coordinator.
- Reconciling invoices
- Utilizing SAP for the creation of PRs, Work Orders, Delivery Orders or Service Entries.
- Perform other duties as assigned.

KNOWLEDGE AND SKILLS:

- Knowledge of Guyana's Immigration Process
- Knowledge of local labor laws
- Computer Literate (Microsoft Office)
- People Oriented
- Communication Skills
- Ability to work in a team and adapt to a fast-paced environment

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree in Human Resource Management, Business, Economics, or Law.
- Minimum of 2 years experience

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

Please note, the closing date for applications is **March 15th, 2023** **Qualified candidates will be contacted**