



WE ARE HIRING

The Statistical Institute of Belize (SIB) is seeking a resourceful, results-driven, and qualified candidate to fill the vacant position of **Human Resources Assistant**, for a **ONE-YEAR** period.

Reports to: Human Resources Officer

Duty Station: Belmopan, Belize

Job Summary:

The Human Resource Assistant will perform essential administrative tasks and services to support the effective and efficient operations of the HR department.

Duties and Responsibilities:

- Maintain the personnel filing system to ensure all personnel files are up to date and accurate. Maintain confidentiality and integrity of files. Respond to audit requests by providing the requested information.
- Provide administrative support to the HR Department by obtaining, updating, and maintaining required documents and information necessary for data entry into various applications used within the department e.g. Human Resource Information System, Payroll, Temp staff online application etc.
- Assist in the recruitment of permanent and temporary staff.
- Assist in the onboarding and separation process, including paperwork and documentation.
- Assist in planning and execution of the various staff activities/events of the HR department such as monthly birthdays, staff trips, end of year celebration etc.
- Manage the HR departments' calendars and appointments.
- Respond to employee inquiries related to HR policies & procedures.
- Assist with related HR projects as required.

Education, Qualification & Skills Required:

- Associate's degree in business administration or related field
- 2 years' experience in an administrative role, preferably in HR.
- Fluent in English both verbal and written.
- Attention to detail.
- Ability to prioritize multiple tasks.
- Excellent communication and interpersonal skills.
- Excellent team player.

Application letter together with curriculum vitae, two (2) recent references, certified copies of academic transcripts and certificates, and a recent police record must be submitted by **Wednesday, October 9th, 2024** to:



HUMAN RESOURCES MANAGER

Statistical Institute of Belize

1902 Constitution Drive, Belmopan

Email Address: anoralez@mail.sib.org.bz

Ref: **Human Resources Assistant**

All applications will be held in strict confidence

Only shortlisted applicants will be contacted for an interview