



Human Resources Manager

A well-established professional services organisation in Bermuda is seeking an experienced Human Resources Manager to oversee day to day HR operations and support the wider business across the full employee lifecycle.

This role will suit a senior HR generalist who is comfortable operating in a regulated environment, advising senior stakeholders, and managing both strategic initiatives and hands on delivery.

The Role

Working closely with senior leadership, the Human Resources Manager will play a central role in the effective management of people processes, policies and programmes. Responsibilities will span a broad range of HR activities, including:

- Oversight of HR operational activities, policies and procedures
- Payroll coordination and benefits administration, including liaison with external providers
- End to end recruitment support, onboarding and employee transitions
- Immigration and work permit coordination in line with local requirements
- Employee relations support, including performance management and disciplinary processes
- Learning, training and development coordination for business support teams
- HR reporting, budgeting, systems administration and data oversight
- Participation in firm wide and regional HR initiatives and projects

The role includes line management responsibility and regular collaboration with senior management and other operational teams.

Requirements

- Proven experience in a senior HR generalist role, ideally within a professional or corporate services environment
- Minimum five years' relevant HR experience in a demanding, high standards setting
- Strong working knowledge of Bermuda employment and immigration legislation
- Ability to operate confidently with senior stakeholders and advise on people related matters
- Experience managing HR processes, systems, and projects end to end
- Strong communication, organisational and leadership skills
- Comfortable working in a matrixed, collaborative environment

All enquiries will be treated discretely.

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website