

Job Title: Human Resource Generalist

Company: LIAT (2020) Limited

Location: Antigua & Barbuda

About LIAT2020: LIAT (2020) Limited is an innovative and dynamic start-up airline on a mission to connect the sub region with the rest of the world, disrupting the regional aviation industry by providing affordable and efficient travel solutions. Committed to delivering a seamless and exceptional flying experience, we prioritize sustainability and profitability. As we embark on this exciting journey, we are seeking a team-oriented and customer-focused Human Resource Generalist.

Our Company Culture:

Recognising that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. As Human Resource Generalist, you will play a crucial role in supporting this positive work environment.

Position Overview: LIAT (2020) Limited is seeking a team-oriented and people-focused Human Resource Generalist. The Human Resource Generalist will be responsible for interviewing and hiring staff, administering pay, benefits and leave and enforcing company policies and procedures. Assist with daily workflow and supervise subordinate staff in the department.

Key Responsibilities:

- Serve as a link between management and employees, by handling employee questions, interpreting and administering HR related problems and directing requests within the HR Department; service and streamline the responses to Employee queries.
- Analyse employee demographics and market data to modify compensation and benefit policies; establish competitive practices and to ensure compliance with local regulations and statutory obligations.
- Recruit, interview and facilitate the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for positions.
- Conduct and acquire background checks and employee eligibility investigations.
- Advise managers on organisational policy matters related to compensation and benefits, recruitment and selection, promotions, and other HR related matters.
- Administer merit increase process and any performance related incentives.
- Monitor internal equity and propose adjustments to maintain the alignment of the company's job classification system and salary scales.
- Produce multifactor data and cost analyses to support management decisions related to compensation and benefits.
- Manage the preparation of employee data for the payroll process and supervise the process.
- Carry out compensation surveys as required to establish market compensation levels.

- Manage the Human Resources Information System
- Attend and participates in Employee Disciplinary meetings, terminations and investigations.
- Manage the approved headcount as determined by the approved positions identified in the annual budgeting cycle and collaborate with the Head - Human Resources to develop a recruitment plan for the coming year.
- Collaborate with the Training Manager to administer a Supervisory/Leadership training program.
- Collaborate with the HR Team to develop a manpower plan and a succession plan.
- Spearhead the development and implementation of an Employee Satisfaction survey on an annual basis; administer the Employee Assistance programme.
- Perform other related duties as assigned.

Required Qualifications and Experience:

- Bachelor's degree in Human Resource, Business Administration or related field.
- 3 -5 years experience at a management level in Human Resources.
- HR certification a plus.
- Working knowledge of multiple human resource disciplines, including compensation practices, employee relations, diversity, performance management, and relevant employment law.

Benefits:

- Competitive remuneration package.
- Opportunity to shape the strategic future of a revamped regional start-up airline.
- Exciting, collaborative, and innovative work environment.

This is a description of the job as it is presently constituted. In order to support the company's efforts to attract and retain the ideal incumbent to perform the duties, it is normal practice to periodically review job descriptions for current and accurate relevancy, as jobs change over time and job descriptions need to be reflective of these changes. The review process is a collaborative effort involving the position supervisor and the employee performing the job. You are therefore expected to participate fully in such discussions. In all cases, it is LIAT20's aim to reach agreement on reasonable changes, but where it is not possible to reach agreement LIAT20 reserves the right to make reasonable changes to your job descriptions which are commensurate with the company's objectives and your grade after consultation with you.