

GRAND CAYMAN

CAYMAN ISLANDS

Position: Human Resources Officer**Reporting Relationship:** Director of Human Resources**Location:** ONE GT, Grand Cayman - Goring Avenue Grand Cayman, Cayman Islands KY1-1105**Work Type:** 100% On-Site

Position Summary: The Human Resources Officer supports daily operations of the department with a focus on administrative efficiency, employee support. This role plays a key part in coordinating payroll, immigration processes, recruitment, onboarding, HRIS data management, and employee relations. A critical responsibility includes managing work permit applications and renewals, ensuring compliance with local labor and immigration regulations. The HR Officer also serves as a point of contact for employee inquiries, supports HR initiatives and helps foster a positive and organized workplace culture aligned with company values.

About ONE GT (Grand Cayman): Expected to open by the end of 2025, ONE GT is Grand Cayman's premier luxury urban residential resort. Located in the heart of George Town, our 10-story landmark features the island's only rooftop infinite-edge pool, high-end dining options, a pastry café, and stunning 360-degree views. The resort is steps away from luxury shopping, gourmet dining, and cultural landmarks, offering a seamless balance of productivity and relaxation. ONE GT has been awarded the 5-star winner and nominee for several regional awards Best Hotel Architecture Cayman Islands & Best New Hotel Construction & Design.

About Remington Hospitality: ONE GT, Grand Cayman is managed by Remington Hospitality. When you build a career at Remington, you achieve success, growth, and friendships. We offer endless opportunities and so many reasons to stay with us. As a team, we roll up our sleeves to take care of our guests and celebrate success together. Expectations are clear, collaboration is encouraged, and opportunity is there if you reach for it. Come join us and succeed in our dynamic culture where you are valued.

Core Responsibilities – Human Resources Officer

- **Administrative Support** – Manage day-to-day HR administrative tasks, including maintaining employee records, preparing documentation, and supporting HR processes.
- **Work Permit Processing** – Coordinate work permit applications and renewals, ensuring compliance with immigration laws and timely submission of required documentation.
- **Payroll Processing** – Assist with payroll processing, including verification of time records, calculation of earnings, and statutory remittances.
- **Recruitment Coordination** – Assist with job postings, interview scheduling, candidate communication, and logistics to support a smooth hiring process.
- **HRIS Management** – Maintain accurate and up-to-date employee data in the Human Resources Information System (HRIS), ensuring data integrity and confidentiality.
- **Compliance & Documentation** – Ensure all HR practices and records comply with local labor laws, company policies, and audit requirements.
- **Onboarding & Offboarding** – Facilitate new hire orientation and exit processes, ensuring a consistent and professional employee experience.
- **Event & Program Support** – Assist in organizing employee engagement activities, training sessions, and wellness initiatives.
- **Reporting & Analytics** – Prepare basic HR reports /metrics to support decision-making and compliance tracking.
- **Confidentiality & Integrity** – Handle sensitive employee information with discretion, professionalism, and a strong sense of ethics.

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63 Goring Avenue | George Town | Grand Cayman | Cayman Islands | KY1-9006



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Knowledge & Skills – Minimum Requirements

- Minimum 2 years of experience in an HR role, preferably in the private sector, ensuring familiarity with the employment laws, policies, regulations, and operational processes of the Cayman Islands' private sector.
- Education – Professional Certificate or degree in Human Resources, Business Admin, or related field preferred.
- Work Permit & Immigration Knowledge – Familiarity with work permit application processes and local labor/immigration regulations, particularly in the Cayman Islands or similar jurisdictions.
- Systems Proficiency – Working knowledge of HRIS platforms, Microsoft Office Suite, and digital filing systems with strong data entry accuracy.
- Recruitment Support – Experience assisting with job postings, interview coordination, and onboarding documentation would be beneficial
- Communication Skills – Strong verbal and written communication, with a professional, approachable demeanor.
- Organizational Skills – Ability to manage multiple priorities, meet deadlines, and maintain accurate records in a fast-paced environment.
- Confidentiality & Discretion – Ability to handle sensitive employee information with integrity/professionalism.
- Team Collaboration – Comfortable working in cross-functional teams and supporting HR initiatives.

Physical Requirements:

- Sit, stand and walk for varying lengths of time
- Lift approximately fifteen (15) pounds
- Focus and maintain attention to multiple tasks in a short time period, and complete work assignments within deadline demands, despite frequent interruptions
- Grasping, writing, standing, sitting, walking, repetitive motions, pulling, pushing, listening and hearing ability and visual ability
- Must have finger dexterity to be able to operate office equipment such as computers, printers, multi-line tone phone, filing cabinets, photocopiers and other office equipment as needed

Additional Requirements: This job description is not an exhaustive list of all job functions required for this position. Additional duties may be assigned as needed based on business demands.

Preference will be given to Caymanians and Permanent Resident Holders (P.R. & RERC Holder)

