



HR and Learning Coordinator

Job Description

Location: Barbados

Job Type: Permanent, full-time

Reports to: Human Resources (HR) Manager (Barbados) /
Group Learning & Development (L&D) Manager

Company: CG United Insurance Ltd. (with Group responsibilities)

Position Summary:

The Human Resources and Learning Coordinator will provide 60% support for HR operations in Barbados, Dominica, and Guyana, and any other designated jurisdiction, in addition to 40% support for training and development initiatives across The Group.

The role involves administering training programs, maintaining compliance, coordinating HR and administrative tasks, and supporting strategic organizational goals under the direction of the HR Manager and Group Learning and Development Manager.

Major Responsibilities:

Human Resources (60%)

- Provide comprehensive HR operational support for Barbados, Dominica, and Guyana, ensuring alignment with regional and organizational policies. Support may be required for other jurisdictions as well.
- Assist with onboarding processes, including preparing employment documents and organizing orientation sessions.
- Coordinate employee engagement initiatives and internal HR communications to foster a positive workplace culture.
- Maintain and update employee records, ensuring confidentiality and compliance with company policies.
- Support payroll processes, including data entry, accuracy checks, and responding to payroll queries.
- Collaborate with regional teams to address HR related concerns and provide guidance on policies and procedures.
- Any other related duties, encompassing HR support and administration in alignment with HR/people strategies.

CG United Insurance Ltd. P.O. Box 1215, Lower Broad Street, Bridgetown BB11000, Barbados

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A member of Coralisle Group Ltd.



Training and Development (40%)

- Collaborate with the Group L&D Manager to coordinate training initiatives across the entire group of companies.
- Organize logistics for workshops, including venue setup, materials preparation, and participant communication.
- Manage travel arrangements and work permits for training facilitators and participants as required.
- Summarize feedback and evaluations from training sessions to improve future programs.
- Maintain detailed records of training activities, including attendance, certification, and program content.
- Monitor and facilitate examinations for training sessions, ensuring compliance with standards.

Administrative Support

- Maintain an organized and updated filing system for HR and L&D documents, both electronic and physical.
- Prepare letters, reports, and other HR and L&D-related documents within agreed timelines.
- Coordinate logistics for meetings, workshops, and events, including scheduling, room setup, and catering arrangements.
- Track and report HR, L&D and administrative expenses to ensure adherence to budgets.
- Support the HR Manager in responding to audit requests and maintaining records for compliance.

Anti-Money Laundering (AML) and Compliance

- Maintain confidentiality and security of company information at all times. Especially employee records.
- Ensure adherence to regulatory compliance guidelines, anti-money laundering (AML) protocols, and company policies.
- Assist in the preparation and submission of compliance reports as required by regulators or internal stakeholders.
- Support the HR Manager in ensuring all employees are aware of and comply with AML and compliance policies.

HSSE

- Co-operate and support the company's HSSE initiatives.
- Adhere to employee's duties in accordance with the OSH Act.



Education / Skills Requirements:

Required:

- Minimum of five (5) CXC/GCE 'O' Level passes, including Mathematics and English Language.
- Associate degree in Business Administration or a related field.
- At least two (2) years of relevant work experience in HR coordination or training role.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).

Preferred:

- Bachelor's degree in Human Resources Management or a related field.
- HR certification (e.g., SHRM, CIPD).

Key Competencies and Skills

- Ability to handle sensitive information and maintain confidentiality is fundamental.
- Strong organizational and time management skills.
- Excellent written and verbal communication abilities.
- Attention to detail with a focus on accuracy in reporting.
- Strong interpersonal skills and the ability to work collaboratively.
- Self-motivated and capable of working independently.

Work Environment

- This position may require occasional travel to facilitate workshops or events and ensure smooth coordination of HR and training initiatives across the group.
- Hybrid work options may be available, depending on company policy.



The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. CG United Insurance Ltd. reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.

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Employee Name (Block Letters)

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Employee Signature

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Date

NICHOLAS ROBERTS
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Departmental Manager Name (Block Letters)


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1 JANUARY 2025
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Departmental Manager Signature

Date