



VACANCY

Human Resources Coordinator (Temporary)

The Barbados Light & Power Company Limited is inviting applications from suitably qualified professionals to fill the temporary position of **Human Resources Coordinator**. The Human Resources Coordinator has responsibility for the effective and efficient execution of day-to-day human resource transactional activities by providing support to business units, through projects and the coordination of core human resource processes, including recruitment & selection; training and development; performance management; employee relations; organizational development.

The successful candidate will be required to:

- Support the coordination and implementation of human resource (HR) initiatives, activities, and programmes relevant to the assigned portfolio, including but not limited providing administrative and other support to the unit, assisting with coordination of HR initiatives that support the business unit(s), coordinating the EAP, recruitment activities and actions, recreation activities.
- Provide HR support, including but not limited to: -
 - Assisting with coordination of Disciplinary Hearing and Grievance processes
 - Liaising with departments and arranging for conciliatory or mediation meetings
 - Supporting the Company's recruitment and selection efforts to include, but not limited to - preparing and executing the pre-hire action forms; working with Hiring Managers to screen and interview candidates; developing and maintaining interview guides; conducting reference checks; scheduling of psychometric tests; extending job offers; and other related administrative duties
 - Updating and ensuring accuracy and currency of employee information on manual and electronic files based on established standards
 - Accurate posting of employee data in the relevant HRIS database
 - Updating key absence data for employees within the assigned client group
 - Supporting and/or facilitating the Absence Review process and follow-up administrative tasks
 - Preparing information for reports and conducting relevant research as required

Our ideal candidate should possess:

- Bachelor's degree in Human Resources or a related field and/or certification in Human Resources
- Proven experience working in the Human Resources field or a similar capacity for at least three (3) years at the proficiency level
- Knowledge of the routine principles and procedures of Human Resource Management and human resource information systems (HRIS)
- Fair understanding of the Employment Rights (ERA) and Safety and Health at Work (SHAW) Acts

Applications

Suitably qualified candidates should submit their applications via email to blpc.careers@blpc.com.bb or via post addressed to:

Manager, Human Resources
The Barbados Light & Power Company Limited
P. O. Box 142
Garrison Hill
ST. MICHAEL

Re: Human Resources Coordinator (Temporary)

The deadline for submission is **Wednesday, January 7, 2026**. Please note that only suitable applications will be acknowledged. Information on the Company can be obtained from the website www.blpc.com.bb.