



**SUPREME VENTURES**  
RACING & ENTERTAINMENT LTD.  
A WHOLLY-OWNED SUBSIDIARY OF SUPREME VENTURES LIMITED

## **HR & Payroll Administrator (Caymanas Park)**

*Supreme Ventures Racing & Entertainment Limited is seeking to identify the ideal candidate to join our team, in the capacity of **Human Resource & Payroll Administrator**. The incumbent, under the direction of the Human Resource & Administration Manager, will be responsible for giving critical support to the HR team, ensuring the efficient operations and execution of the Human Resource functions*

### **Key Functions:**

- Assist with recruitment process
- Coordinate and administer orientation program
- Assist with benefits administration
- Assist with employee relations
- Maintain employee files
- Maintain and update Payroll and HR Systems
- Facilitate requests for salary and employment verification letters
- Responsible for processing payrolls and conducting all payroll related activities
- Support all Strategic HR initiatives ensuring effective communication and timely execution of plans
- Provide monthly payroll/HR reports
- Assist Senior HR Officer as required.

### **Skills, Experience and Competencies:**

- Under graduate degree in HR or Business Administration or similar disciplines
- Knowledge of Jamaican Labour Laws
- Payroll Administration skills
- Proficient in the use of Microsoft Office
- Good problem solving and analytical skills
- Three years' experience in HR and Payroll Processing
- Excellent Administrative, writing Skills
- Excellent interpersonal & communication skills
- Ability to work under pressure
- Experience working with Payroll and Human Resource Management Systems

*Applications should outline qualifications and demonstrate how your experience and skills match the job requirements. Should this position be of interest to you, please submit your application letter and resume to [hrd\\_svrel@svlotteries.com](mailto:hrd_svrel@svlotteries.com) by **December 18, 2017**. Please note that only shortlisted applicants will be contacted.*