



Serving Guyana's Data needs

Job Title	Human Resources Clerk
Department	Human Resources and Administration
Reports To	Head – Human Resources and Administration
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The Human Resources Clerk is responsible for performing clerical duties in the Human Resources Department.
Job Responsibilities	<ul style="list-style-type: none"> • Assists with Human Resource matters; processing of documentation according to defined rules and procedures • Typing of correspondence relating to annual/special leave, invitations for interviews, and replies to applications • Prepare simple correspondence, eg: memoranda, letters, reminders • Processing of Time Sheets/Records • Filing of correspondence for the Human Resource Section • Assist the Human Resources Officer in the follow-up of Human Resource matters • Maintain Human Resource ledger, eg: leave record and daily register • Ensuring smooth dispatch of mails • Performs other related duties that may be assigned from time to time
Qualification Requirements	<ul style="list-style-type: none"> • Five (5) subjects CXC including English A and Mathematics (Grades I to III). • Must be computer literate.