

VACANCY

Republic Bank (Suriname) N.V. has a tradition of excellence in Customer Satisfaction, Employee Engagement and Social Responsibility. With this goal in mind, our Human Resources Department is looking for an enthusiastic, driven and goal oriented

HUMAN RESOURCES ASSISTANT

Objective:

To provide strong HR specific and general administrative and secretarial support to the Manager Human Resources and the Human resources Department in the provision of administrative and clerical duties.

Key responsibilities:

- Assisting with day to day operations of the HR functions and duties by providing clerical and administrative support both HR specific and in general and dealing with confidential matters.
- Making (non-training) local and abroad travel arrangements for staff.
- Inventories office supplies for the department and placing of orders.
- Assist with gathering data for staff reports.
- Maintaining calendar, scheduling appointments, for the Manager and department and ensuring all necessary administrative functions are satisfied.
- Maintaining an efficient filing system for the department.
- Maintains and orders office supplies.
- Assist with gathering data for staff reports.
- Responsible for the process of ordering, fitting, distribution and administration of uniforms badges, medical cards etc, Fund FVO (forms, submissions, written communication to staff and communication with the Fund)
- Responsible for the process of requesting, distribution and administration of badges, medical cards etc.
- Performing occasional duties as assigned by the Manager.
- Assist with staff events.
- Processing of incoming and outgoing mail.
- Post job advertisements.
- Drafting and posting of HR circulars for the network.
- Liaise with external partners
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Act as backup to the HR Admin. Assistant in preparation and processing of the monthly payroll.
- Understands the process and procedures of HRIS payroll related modules.
- Assist in the coordination of special events of the HR Department
- Makes arrangements for Negotiations/ Non- crises meetings (venue etc.)

General Qualifications/ Experience:

- Minimum of High school diploma required
- Two or more years in a human resources background would be an asset
- Sound proficiency in typing and business software applications
- Secretarial knowledge and experience will be an asset
- General knowledge of the Bank's Systems and Procedures
- Knowledge of the Bank's computer operating system
- Knowledge of the Bank's Ethics and Operating principles
- Knowledge of all the Bank's products and services

Critical Skills

- Good grasp of both Dutch and English language with very good verbal and written communication skills
- Excellent interpersonal skills
- Ability to multi-task and work with little or no supervision
- Good Presentational, Organizational, Results Orientation and Customer Focused skills
- Ability to meet tight deadlines
- Work well under pressure

**Applications must be scanned along with a copy of your resume and submitted via e-mail to:
RBSR-HRS@republicbanksr.com by October 31, 2025**

