

Role Profile

Position Title	Office and HR Manager (Bermuda)
Role Holder	
Reports To	Chief Financial Officer (Bermuda)
FCA/PRA Approved Person Category(ies)	N/A
Date	December 2023

Overall role

This role will be responsible for overseeing the day-to-day operations of the Bermuda office. In addition, this role will assist the Group HR team managing the Bermuda Human Resources function.

Key Responsibilities and Competencies

- Maintain office services by organizing office operations and procedures, controlling correspondence, maintaining filing systems, reviewing and approving supply requisitions etc.
- Maintain Health and Safety standards according to local legislation.
- Manage office supplies and equipment procurement and inventory management.
- Maintain a safe, clean and organized office space.
- Oversee office maintenance, repairs, renovations and moves as needed.
- Assist with office budgets and expenses.
- Manage local executive business travel.
- Provide support to local executive team members for projects, information gathering, etc.
- Organise office social events and networking events.
- In conjunction with the Group HR team and relevant manager assist with the recruitment process including job postings, candidate screening, interviews and onboarding.
- Manage all aspects of the immigration process in line with the legal requirements, liaising with 3rd party suppliers when necessary.
- Foster positive employee relations by addressing concerns and resolving workplace issues in line with the Company policy, escalating to the Group HR team or manager when appropriate.
- Maintain HR information, policies, records and reports.
- Promote employee well-being and a healthy and inclusive work environment that values diversity and inclusivity.
- Work with the Group HR department to assist with the appraisal process.
- Assist the Group HR team to update and maintain policies and procedures as necessary.
- Assist with the Bermuda Payroll process.

On a temporary or permanent basis you may be required to undertake other duties in addition to, or in substitution of, those listed in this role profile



Direct Reports

None

Internal Relationships

All Departments

External Relationships

N/A

Authority to Act for the Company

None

Conduct Rules

- You must act with integrity
- You must act with due care, skill and diligence
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable

Conduct Standards

All employees are expected to abide by the RiverStone Code of Corporate Conduct

Knowledge and Skills

- Prior Office Management Experience.
- Strong organizational and time management skills.
- Strong attention to detail.
- Strong interpersonal and communication skills.
- Knowledge of Health and Safety and HR policies, labor laws and best practices preferred.
- Ability to maintain confidentiality and manage sensitive information.
- Proficient in HRIS and Microsoft Office.