WE'RE HIRING!

Human Resources Manager

Education Loan Authority

Position	Human Resources Manager
Department	Human Resources
Employment Type	Full Time
Location	Education Loan Authority
Application Deadline	15th December 2026

About the Role

Reporting directly to the Chairman of the Education Loan Authority, the Human Resources Manager leads HR operations, advises on workforce needs, and supports fair, consistent employment practices.

What You'll Do

- Plan staffing; develop HR policies for Chairman approval; monitor compliance and report HR matters.
- Manage recruitment, screening, reference checks, onboarding, training, and succession planning.
- Handle employee relations, grievances, and discipline fairly and confidentially.
- Administer benefits and authorized payroll changes with Finance; maintain secure records, leave, and attendance.
- Develop and interpret HR metrics and trends and create monthly reports

What We're Looking For

- Bachelor's in HR, Business Administration, or a related field, or equivalent qualifications, plus five years' work experience; or
- Associate's plus seven years' post-qualification experience; or ten years' related experience
- Knowledge of HR administration and the Bahamian Employment Act; Microsoft Office and HR systems/database proficiency.
- Strong leadership, communication, organization, conflict resolution, judgment, confidentiality, impartiality, and recordkeeping.
- Valid police record
- Two character references

To Apply: Interested applicants should email a résumé, a copy of police record, and two references to:

Attention: Education Loan Authority
careers@elabahamas.com

Application Deadline: 15th December, 2026 - *Only qualified applicants will be contacted.*