

Join Our Team at Bermuda Cancer and Health Centre

Human Resources Coordinator

Are you passionate about people, processes, and creating a positive workplace experience?

At Bermuda Cancer and Health Centre (BCHC), we are seeking a dedicated and detail-oriented Human Resources Coordinator to join our team. Working closely with the Head of Human Resources, you will provide support across all core HR functions, including recruitment, onboarding, HR systems, and employee administration, while maintaining a professional, confidential, and people-centred approach.

Key Responsibilities:

- Coordinate and administer core HR operations to deliver timely, accurate, and compliant services.
- Maintain accurate, up to date, and confidential employee records and files in line with legislative and organisational requirements.
- Act as the first point of contact for general HR enquiries, resolving routine matters and escalating complex and/or sensitive issues.
- Draft HR correspondence, coordinate HR related meetings, and assist with audits and reporting deadlines.
- Coordinate HR related meetings, including preparation of materials, scheduling and follow-up actions.
- Coordinate and administer the full recruitment lifecycle.
- Coordinate new employee onboarding and orientation to ensure consistent and positive experience.
- Administer offboarding processes, ensuring all documentation and system updates are complete and accurate.
- Support work permit applications and other required registrations.
- Maintain HR data within the HRIS, ensuring data accuracy and integrity.
- Prepare and maintain HR metrics, reports, and workforce data to support compliance, operational oversight, and decision-making.
- Coordinate administrative aspects of the performance review cycles, training activities and learning initiatives.
- Conduct pre-screening interviews and complete background check process.
- Maintain and update HR policies, procedures, templates and forms.
- Monitor changes in relevant employment legislation and HR practices.
- Proactively identify opportunities to improve HR processes, documentation and workflows.
- Conduct research and compile information to support HR initiatives and projects.
- Support the implementation of processes and system enhancements.
- Participate in Centre wide initiatives, committees, and special projects as required.

Minimum Qualifications, Experience and Skills:

- Associate degree in Human Resources Management.
- Five (5) years of experience in HR administration or in a generalist capacity.
- Experience supporting recruitment and core HR processes.
- Proficiency in HRIS systems (BambooHR preferred).
- Advanced skills in Microsoft Office (Word, Excel, Outlook).
- Knowledge of Bermuda employment legislation and HR best practices.
- Exceptional verbal and written communication skills.
- Demonstrated ability to handle confidential and sensitive information with a high level of discretion.
- Strong research, analytical, and organisational skills, with attention to detail and accuracy.
- Ability to prioritise, exercise judgment, and manage competing demands.
- Able to work independently and collaboratively as part of a team.
- Proactive, adaptable, and self-motivated.
- Strong emotional intelligence, with a high standard of professionalism.
- Commitment to continuous learning and professional development.

Why Join Bermuda Cancer and Health Centre:

At Bermuda Cancer and Health Centre, you will be part of a mission-driven organisation dedicated to providing world-class cancer care in Bermuda. Here is why this role matters:

- You will play a key role in supporting teams behind cancer prevention, diagnosis, treatment, and patient support.
- You will be part of a collaborative, high-performing team committed to excellence.
- You will support the enhancement of HR practices, foster positive employee experience, and strengthen workplace effectiveness.

How to Apply:

If you are ready to bring your skills, compassion, and dedication to our team, we invite you to submit your cover letter and curriculum vitae to:

Human Resources Department
Bermuda Cancer and Health Centre
P.O. Box HM 1526, Hamilton, HM FX | Tel # 441-236-1001
or via email: applications@chc.bm

Closing Date: February 16, 2026