



Q. What is your job title?

A. Human Resources Administrator

Q. Briefly explain what your job entails.

A. Day-to-day Administration of employee changes/benefits, Administration for new joiners and leavers – assisting the rest of the team with training (both short course and professional) and managing peoples holiday and sickness records.

Q. What was your study route (Further Education, Higher Education, professional qualifications)?

A. College of Further Education BTEC Business Studies Level 3

Q. What were your favourite subjects at school and do you think they have helped in your chosen career? Are there any other subjects that have helped you?

A. Media, Maths, English, Science, IT and Business – I think they have helped me with my chosen career for basic skills I have developed such as attention to detail and computer based skills.

Q. What do you like best about your job?

A. It's very people orientated – It's a huge perk of the job that I'm always dealing with people whether it's face to face, over email or the telephone.

Q. Do you have the opportunity to study through your work? If so, what are you/have you been studying/studied?

A. Yes they do offer the chance to study; I have looked into studying my professional qualification in Human Resources.

Q. Would you recommend a career in the finance industry in Guernsey to young people, and why?

A. Yes I would – I think most of the time the finance industry is perceived as a mature and mundane industry. While you have to remain professional at work there is also the fun side which I don't think many young people get to see or hear about. It's not always flat out working and you never get the chance to ask a co-worker what their plans are this afternoon. It is different in the way of school/college but it's got its perks such as sport and social events and the chance to meet different ages and cultured people.

Q. What is your advice to school leavers?

A. Not to worry if you don't know what you want to do when you leave school, I feel school leavers are pressured into finding out what they want to do with their lives at such a young age. I've had some friends make rash decisions to go to university and regretted it and come back to the island, I've also had friends who have stayed on the island working and then decided to go off to university. I think staying on the island and getting a job in either finance or another industry while you're trying to figure out what you want to do or even by taking a gap year will help you make the right decision and not rush into anything.