

Mexico Jobs Expertini®

HR Generalist Mexico

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Company: Chronos Consulting

Location: Mexico

Category: computer-and-mathematical

The Role:

Dual reporting to the local Office Director and HR Manager (located outside of Mexico), You will coordinate, execute and ensure compliance of HR with a focus in the administration of employee documentation, performance management, as well as special projects.

You will responsible for:

Functioning as the local point of contact for Mexican HR initiatives and guidelines, managing or involved in project teams to create and implement new policies, programs and/or tools.

Continuous Improvements and updates to HR processes, and the creation and execution of policies necessary to ensure that processes are successful.

Administering, supervising, coordinating, preserving, and ensuring compliance with areas that may contain positive action, anti-discrimination, health and safety programs, as well as, all local laws and regulations.

Delivering HR consulting and assistance to the Mexican operations as guidance to team members and managers regularly in complex, highly delicate, or confidential situations.

Supporting in developing HR solutions by collecting and evaluating data analytics and recommending different courses of action.

Handling and improving the new hire experience and foster engagement activities, and also participating in employee relations counseling and conducting exit interviews.

The Requirements:

Bachelor's or associate degree in Human Resources, Business or related area required.

5 + years of experience, ideally within a Shared Services Center of Excellence and within a manufacturing industrial international environment is ideal.

Organized, problem solver, influencing and decision-making skills, fast learner with effective communication and interpersonal skills, capable to maintain sensitive confidential information demonstrated ability to produce timely high-quality deliverables, ability to balance multiple priorities and dynamic workloads.

Proficiency in Microsoft Office and experience with the HRIS system preferred (Workday).

Advanced English is mandatory.

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