



## We are hiring

Would you like to be part of our dynamic, global and growing team? South Pole is an energetic, global company offering comprehensive sustainability solutions and services. With offices spanning all six continents, we strive to create a sustainable society and economy that positively impacts our climate, ecosystems and communities. With our solutions we inspire and enable our customers to create value from sustainability-related activities.

To further promote environmentally and socially responsible practices, we are currently looking to recruit a highly motivated and dedicated

### Regional HR Specialist (100%) based in Medellin, Colombia

As an Human Resources (HR) Specialist, you will support the LATAM region in executing all global HR processes covering the full employee life-cycle. You will be responsible for all HR operations in your region and will ensure all key HR policies and procedures are understood and implemented. This is a true generalist position offering the opportunity to get involved in all areas of HR such as recruitment, performance management, benefits administration, hiring and onboarding, exits, employee relations and HR administration among others. In addition, you will get heavily involved in HR process improvements, taking the lead on some key initiatives and global projects as well as in shaping the HR function to best meet the evolving needs of our growing business.

#### Tasks and responsibilities

- Be the first point of contact in your region for employees and managers with regards to any HR-related topics
- Coordinate recruitment activities such as creating and posting job ads, interacting with candidates, scheduling interviews and sending out questionnaires and technical tests
- Manage the hiring process, including preparing employment contracts and other hire-related documents, liaising internally with Heads of Operations, IT, hiring managers, etc. to ensure a seamless onboarding
- Register new hires with insurances and other government bodies
- Provide inputs to payroll such as salary information or benefits
- Give HR inductions to new hires
- Prepare exit documentation, doing exit interviews and handling all exit processes such as returning laptop, closing accounts with IT, etc.
- Maintain and update global company documents
- Answer internal queries from employees and managers regarding HR policies and procedures
- Provide guidance and training to employees and managers on new HR processes and tools
- Support the annual performance management process
- Participate in creating or updating global HR policies and procedures
- Making suggestions for HR process improvements
- Taking the lead on new HR initiatives and global or regional HR projects
- Training other HR team members

#### Your profile

- Degree in Business Administration, HR or similar
- 3 years of work experience in the field of HR



- Advanced computer skills, especially in Microsoft Word and Excel
- Excellent knowledge of English and Spanish is a must
- Ability to manage multiple priorities while keeping attention to details
- Strong drive, initiative, improvement focused mindset and critical thinking
- Ability to identify issues and independently come up with effective solutions
- Have good organisational and prioritization skills
- Enjoy working in a multicultural environment
- Holder of a valid work permit is a must

#### **We offer**

- Be part of a growing and multicultural company with a real purpose
- Excellent team spirit working with dedicated and enthusiastic people
- The opportunity to use your skills, experience and enthusiasm to help a growing company with big ambition

#### **Please apply**

If you are interested in joining a young and international team looking to make a difference to the world we would be happy to hear from you! Please send your cover letter and CV directly through our [website](#). If you have any questions regarding this vacancy, please contact Mr. Jairo Gomez on +57 3105879216 or on [jobs@southpole.com](mailto:jobs@southpole.com).