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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position name**  | **Remote HR Director /Consultant** | **Company** | RCG |
| **Job purpose**  | The Remote HR Director / Consultant position is pivotal in driving the HR strategy and operations for Roads Consulting Group while also providing consultancy services to our clients on a range of HR topics. The right candidate will leverage their extensive experience in HR processes to empower our organization and our clients with efficient, compliant, and innovative HR solutions. |

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| **REQUIRED QUALIFICATIONS** |
| **Education** |
| * Bachelor’s degree in human resources management, Psychology, Business Administration, or related field.
* Master's degree in HR management or related field preferred.
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| **Training or Expertise** |
| * Fluent in English and Spanish, both written and spoken.
* Proficiency in Microsoft Office Suite.
* Experience with remote work tools and platforms.
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| **Experience**  | * Minimum of 7 years of progressive HR experience, including hands-on involvement in all HR processes.
* Extensive experience working with USA-based companies.
* Proven track record in remote HR management and consulting.
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| **JOB FUNCTIONS** |
| * Develop and implement HR strategies, policies, and procedures to support organizational objectives.
* Oversee payroll, contracts, and employee benefits administration.
* Cultivate and nurture a positive organizational culture aligned with company values.
* Drive employee wellness initiatives and programs.
* Lead conflict resolution processes and provide guidance on employee relations matters.
* Provide expertise and guidance on remote working best practices.
* Lead recruitment and selection processes, ensuring alignment with company goals and culture.
* Provide HR consultancy services to clients, offering expertise on a range of HR topics.
* Collaborate with internal stakeholders to address HR needs and challenges effectively.
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| **REQUIRED SKILLS** |
| * Strong leadership and project management skills.
* Excellent communication and interpersonal skills.
* Proactive and results-oriented mindset.
* Ability to work independently and collaboratively.
* Analytical and problem-solving skills.
* Deep understanding of HR laws and regulations.
* Ability to adapt to changing priorities and environments.
* Strong consultancy and client management skills.
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| **WAGE COMPENSATION** |
| **Salary: $6,000.000 - $7,500.000 (COP)** **Schedule: Monday to Friday from 9:00 AM – 6:00 PM** **(1 hour lunch break)****However, as an exempt employee, you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.****Internet and computer must be covered by the employee** |