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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. | |
| **Training or Expertise** | |
| * Fluent in English and Spanish, both written and spoken. * Proficiency in Microsoft Office Suite. * Experience with remote work tools and platforms. | |
| **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** |