

Aprendiz Sena

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Company: Parker Drilling

Location: Bogotá

Category: business-and-financial-operations

This HR Intern is responsible for supporting the Human Resources department by working closely with HR Management in developing, delivering, administering and monitoring the effectiveness of all human resources initiatives, policies and practices in accordance with federal, state & Company guidelines

Essential Functions:

Mapping various HR processes using VISIO and swim lanes

Documenting HR processes and procedures

Working on Training Communications and Marketing

Supporting and documenting process improvements

Preparing meeting materials, presentation charts and spreadsheets

Compiling data from electronic and hard-copy personnel records and prepares reports as requested

Coordinating with management to prepare new hire paperwork and packets; ensure all new hire, transfer, promotional, benefit, and status change paperwork is properly completed to facilitate the hiring process.

Establishing and maintaining hard-copy personnel files to document personnel actions and to provide information for payroll and other uses.

Establishing and maintaining relationships with HR vendors, as needed

Assessing and updating policies, procedures and processes, as required

May support various managers in areas of Training, Global Operations, Talent Management and Total Rewards

Ensure that personal behaviors and work practices are in line with Company safety standards.

Responsible for safety of self and others in the vicinity to include, but not limited to, employees, vendors and guests.

Provide visible leadership engagement, be aware of housekeeping and take additional safety precautions to ensure no one is put at risk.

Do not take short cuts or unnecessary risks and actively work with others to ensure they take due care and do not put themselves or others at risk.

Ensure all incidents are reported and appropriately investigated in accordance with Company procedure.

As needed, seek advice from HSE representative.

Additional Functions:

Apoyo de sostenimiento durante etapa lectiva corresponde al 50% del smlv (\$650,000 COP) Mensual y durante el periodo de Etapa productiva el 75% smlv (\$975,000 COP).

Qualifications

Necessary qualifications, skills and abilities:

Prefer a graduate student with a Human Resources, Organizational Design, Psychology, Business or related major

Excellent skills in MS Word, Excel and PowerPoint

Process Mapping Skills highly desirable (previous use of VISIO and swim lanes is a plus)

Good communication skills, both verbally and written

Punctual and Professional

Excellent time management skills

Attention to detail is critical

Strong writing skills

Ability to be flexible and support various managers/projects within HR

Previous Human Resources working experience is a plus

Able to maintain confidentiality of sensitive information

Position Competencies:

Initiating & Driving Change

Result Focused

Team Work

Customer Focus

Physical demands and work environment

Ability to comprehend, remember, and follow verbal and written directions and comply with Company policies, procedures and standard.

Sit/stand while performing primarily sedentary work

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