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HR Team Leader

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Company: ttg Talent Solutions

Location: Medellín

Category: other-general

Description: Lead and coordinate HR processes, overseeing recruitment, payroll, and employee well-being. Deliver crucial reports, enforce disciplinary policies, and ensure workplace safety.

RESPONSIBILITIES AND DUTIES:

Essential Functions:

Coordinate and execute HR processes efficiently.

Lead recruitment and hiring efforts.

Ensure accurate and timely payroll processing.

Develop and implement employee well-being programs.

Provide essential reports to various company departments.

Monitor and report workplace incidents.

Manage worker documentation and certifications.

Control sick leave and report to Social Security.

Process certifications and worker requests.

Monitor job vacancy requests and ensure proper processing.

Create and manage employee schedules.

Maintain records of employee actions and uphold disciplinary processes.

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Requirements (Knowledge, Skills, and Abilities):

Academic background in Administration, Psychology, or relevant field.

Minimum 3 years of HR experience.

Proficiency in English.

Knowledge of compensation and payroll.

Familiarity with Workplace Health and Safety Systems.

Human Resources Team Leader - Medication: On-Site

Permanent Position Salary Range: 3,500,000 – 4,500,000 COP

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Requirements (Knowledge, Skills, and Abilities):

Academic background in Administration, Psychology, or relevant field.

Intermediate Excel skills.

Minimum 3 years of HR experience.

Proficiency in English.

Knowledge of compensation and payroll.

Familiarity with Workplace Health and Safety Systems.

At ttg, ***“We believe in making a difference One Person at a Time”***, OPT#J-18808-
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