

Colombia Jobs Expertini®

Human Resources Generalist

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Company: iQor

Location: Envigado

Category: other-general

About the job

The ideal candidate will be responsible for new hire orientation and onboarding, employee termination, payroll and benefits, company policy and procedure adherence. In addition, you will build strong relationships with our company's managers in order to help them with their human resource needs.

Responsibilities

Oversee full employee lifecycle

Develop and oversee new hire orientation, onboarding efforts, and employee termination process

Assist with payroll and benefits administration

Ensures compliance with company policies and procedures and legal Responsibilities

Qualifications

English Level at B2 or Above

Bachelor's degree or equivalent experience in Business, Human Resources, or related area

3+ years' of experience working in Human Resources

Strong interpersonal and communication skills

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