

# Colombia Jobs Expertini®

## Regional HR Assistant

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Company: Stolt-Nielsen

Location: Bogotá

Category: other-general

Are you as excited as we are when we talk about the storage and distribution of bulk liquids? A fleet of over 70 deep-sea ships? Terminals in harbors worldwide and over 4000 specialized tank containers?

We are currently recruiting for a **Regional HR Assistant** to join our team.

Stolt-Nielsen Limited (SNL), is the specialist storage and transportation provider for bulk liquids: Chemicals, clean petroleum, gases, vegetable oils, biofuels and oleochemicals. We also focus on opportunities in aquaculture & LNG.

### What you will do

To provide administrative support for all aspects of the HR function and Leaders within the region. Exceeding the expectations of the internal customer: ensuring all requests and queries from our customers are resolved in a timely, accurate, and professional manner. Escalating any requests when needed.

### Key Responsibilities

- Administrative support based on the employee life cycle with focus on onboarding and offboarding tasks.
- Preparing employment packages and process new hire paperwork for COE office.
- Ensure that the data contained within internal system is accurate. Record-keeping of employee information in internal and external systems.
- Provides benefit administration support for South America. Including administration, enrollment, changes, and employee related questions.
- Create HR Related documents supporting the employee life cycle like employment

contracts, addenda, promotion letters etc.

- Maintaining personnel files according to local and regional legislation.
- Administration of leave absences. Enforcing policy and process prior to the absence and coordinating the employees return.
- Maintain the HR Portal in the internal system with updates for the region.
- Maintain the HR Americas Teams page.
- Facilitate and organize meetings.
- Assistance with organizing and follow-up of HR related trainings in the region.
- Coordinates travel arrangements and meetings for the travel of the Global HR team to the Americas.
- Administrative coordination of the recruitment process.
- Coordinate and attend job fairs and university events as needed.
- Facilitate the local interview and selection process.
- Attend Regional and Global HR Meetings as needed.
- Review, revise, and streamline local and general procedures, policies and forms to enhance efficiency and effectiveness.
- Helping with completing labor related government required reports for the various countries in the region.
- Work closely with Regional HR Team and Local Labor Attorney on all changes to local regulations.
- Any other responsibilities based on business and HR needs.

### **Qualifications**

- Minimum of Bachelors Degree within the field of HR.
- Additional work-related trainings.
- Minimum 2 years of experience in an HR related job.
- Proficiency in MS Word, MS Excel, MS PowerPoint, Lotus Notes.
- Experience with MS Project and any HRIS preferred.
- Good verbal and written communications skills.
- Ability to maintain confidentiality.
- Ability to function well in a self-directed work environment.
- Organized with attention to detail.
- Fluent in English.

### **About Stolt – Nielsen**

Stolt-Nielsen Limited is a long-term investor and manager of businesses, focused on opportunities in logistics, distribution, and aquaculture. The Stolt-Nielsen portfolio consists of its (three) global bulk-liquid and chemicals logistics businesses – Stolt Tankers, Stolthaven Terminals and Stolt Tank Containers – Stolt Sea Farm and investments in LNG. Stolt-Nielsen Limited is listed on the Oslo Stock Exchange (Oslo Børs: SNI).

### **Equal Opportunity Employer Statement**

Stolt-Nielsen is an Equal Opportunity Employer. All hiring and employment decisions are made without regard to race, color, creed, religion, disability status, genetic information, pregnancy, citizenship status, marital status, sex/gender, sexual preference/ orientation, gender identity or expression, age, veteran status, national origin or ancestry, or any other status protected by federal, state or local law or regulation. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training. #LI-CB1

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