

## CI Mexico is searching for a: **HR Coordinator**

Conservation International (CI) has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous and more productive planet.

### **POSITION SUMMARY**

The Human Resources Coordinator will work and coordinate the daily human resources activities for the CI office in Mexico.

### **KEY RESPONSIBILITIES**

- Coordinate with projects to fill vacant positions
- Lead employee on-boarding process from offer and background screening to orientation for all candidates within assigned programs
- Maintain and create spreadsheets that track workflow and onboarding statuses
- Maintain employee files and data to ensure proper record keeping and in compliance with local laws
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- Answer basic employee inquiries and escalate as needed.

### **REQUIRED QUALIFICATIONS**

- Advanced degree in psychology.
- 5 years in HR management and at least 3 as head of the area.
- Experience in non-governmental organizations.
- Experience complying with established processes and policies.
- English intermediate level.

### **OTHER**

- Deadline for applying: **March 20, 2020**
- Submit your CV and letter of interest in English, to [xduran@conservation.org](mailto:xduran@conservation.org)
- Please enter "CI MEXICO HR COORDINATOR" as the "Subject" of your email