



## **JOB DESCRIPTION**

<b>1.THE POSITION</b>	
<b>Position Title</b>	<b>Human Resources</b>
<b>Generic Title</b>	Human Resources
<b>Function</b>	Administration
<b>Grade</b>	Administration Bachelor, Accountant Bachelor
<b>Region</b>	Peru
<b>Location</b>	Lima Office
<b>Position Summary</b>	The Human Resources Responsible will oversee and manage all aspects of the role. This includes recruitment, employee relations, payroll, compliance with Peruvian labor laws, training and development, and office culture. Additionally, the role is responsible for monitoring and ensuring compliance with occupational health and safety standards, coordinating preventive actions, and supporting management in fostering a positive, compliant, and efficient work environment.
<b>Organisational Structure</b>	Reports directly to the General Manager and Operations Manager.
<b>Key Accountabilities</b>	<p>The Human Resources Responsible will:</p> <ul style="list-style-type: none"><li>• Ensure compliance with Peruvian labor legislation, employment contracts, and company policies.</li><li>• Manage the end-to-end recruitment process: job postings, interviews, selection, and onboarding.</li><li>• Administer payroll, social security contributions, and employee benefits in accordance with local regulations.</li><li>• Develop and maintain HR records, ensuring confidentiality and accuracy.</li><li>• Support performance management processes, including evaluations and feedback systems.</li><li>• Address employee relations matters, fostering a positive and inclusive work environment.</li><li>• Coordinate training and development activities to support employee growth.</li><li>• Oversee Health &amp; Safety standards, including compliance with Peruvian workplace regulations and internal policies.</li><li>• Conduct regular follow-up on safety inspections, corrective actions, and employee well-being programs.</li><li>• Coordinate with external providers and authorities for occupational health services, audits, and certifications.</li><li>• Act as the main point of contact for HR and Health &amp; Safety-related queries from employees and management.</li><li>• Prepare HR and Health &amp; Safety reports for management, including turnover, absenteeism, incidents, and compliance updates.</li></ul>



<b>Authority for Change</b>	<p>The HR Responsible has the authority to:</p> <ul style="list-style-type: none"><li>• Recommend updates to HR and Health &amp; Safety policies and procedures to align with labor law, safety regulations, and best practices.</li><li>• Stop or escalate any practice that may violate labor regulations, health &amp; safety standards, company policy, or employee well-being.</li></ul>
<b>Internal/ External Interaction</b>	<ul style="list-style-type: none"><li>• Internal: All employees and management team in the Peru office.</li><li>• External: Government authorities (SUNAFIL, MINTRA, EsSalud, etc.), payroll providers, benefit administrators, training institutions, recruitment agencies, and occupational health &amp; safety consultants.</li></ul>
<b>2. PERSON SPECIFICATION</b>	
<b>Experience Needed</b>	<ul style="list-style-type: none"><li>• Minimum of 5 years of professional HR experience in an office environment.</li><li>• Demonstrated knowledge of Peruvian labor legislation and HR practices.</li><li>• Proven experience managing recruitment, payroll, employee relations, and occupational health &amp; safety compliance.</li></ul>
<b>Knowledge, Languages, Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Strong understanding of HR policies, procedures, and legal compliance.</li><li>• Solid knowledge of occupational health and safety regulations in Peru.</li><li>• Excellent interpersonal and communication skills.</li><li>• Ability to work independently and manage multiple priorities.</li><li>• High level of integrity, confidentiality, and professionalism.</li><li>• Proficiency in MS Office and HR management tools.</li><li>• Fluent in Spanish; English is a plus.</li></ul>
<b>Special Features</b>	<ul style="list-style-type: none"><li>• Ability to adapt HR and Health &amp; Safety processes to a small office context.</li><li>• Willingness to participate in cross-functional tasks to support office administration when needed.</li></ul>