



OUR LITTLE BROTHERS MEXICO

ADDRESS:
NATIONAL STREET No. 44
COL. SANTA MARIA
AHUACATITLÁN
CUERNAVACA, MORELOS

JOB MANUAL

2024

POSITION: Head of Human Resources.

IMMEDIATE BOSS : General Administrator.

STAFF IN CHARGE: None.

MAIN FUNCTIONS :

1. Recruitment, selection and hiring of personnel, with their respective induction.
2. Preparation of individual employment contracts and personnel files.
3. Processes dismissals and resignations, as well as the preparation of settlement agreements, calculation of severance pay and liquidation of personnel.
4. Salary list.
5. Attendance and permission control.
6. Salary tabulation.
7. Vacation control.
8. Evaluate and address the training needs of the institution's internal staff in conjunction with the head or person responsible for the area in which the staff to be trained is located.
9. Evaluate the performance of the institution's staff based on the information provided by the head or area manager.
10. Apply to the worker the sanctions that are warranted for a fault reported in accordance with the internal work regulations.
11. Publish and/or have published monthly in each of the houses the list of staff who have a birthday in the month, the entry or exit of staff in a department, as well as the recognition of merit of a particular person or group.
12. Coordinate integration events.



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COMMUNICATION:

INTERNAL RELATIONSHIP: Salaried staff from all areas of the institution.

EXTERNAL RELATIONSHIP: Job applicants, labor authorities.

RESPONSIBILITY:

1. Meet the needs of the institution's human capital.
2. Comply with applicable policies, procedures and work instructions.
3. Keep the institution's administration informed about the performance evaluation of its staff.
4. To be the communication channel for labor-related problems between employees and the institution's administration.
5. Resolve the day-to-day problems of the institution's staff, only in extraordinary cases relying on his or her immediate superior: the general administrator, or in his or her absence, the national director.
6. Monitor compliance with labor matters, as well as keep salary tables updated as determined la Ley Federalby Labor
7. Represent the interests of the institution at the labor level before the IMSS and the local conciliation and arbitration board.
8. Carry out and ensure the budgetary and financial control assigned to your area.
9. Review internal work and social benefits regulations with the Legal Department.

COMPETENCE:

SCHOOLING. Bachelor's degree in psychology, industrial relations, business administration or similar.



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- EXPERIENCE.** Minimum of 3 years as head or manager of personnel, human resources or human capital.
- KNOWLEDGE.** Labor relations, conflict management, neurolinguistic programming, compensation for performance, development and succession plan, organizational culture, basics in labor legislation (federal labor law, IMSS law, etc.).
- ATTRIBUTES.** High personal and professional ethics, responsible, respectful, honest, discreet handling of information, organized, work under pressure, work towards objectives, conciliation of interests, good presentation, negotiation techniques.
- SKILLS.** Ease of speech, observant, empathetic, analytical, excellent memory, good listener, ability to relate in all areas.