

We are looking for a full-time **Human Resource Specialist** for our offices in Laredo, Texas.

Duties include the following:

- Develop human resources policies, procedures and standards and position analysis based on company needs.
- Develop, implement, plan and execute recruitment strategies, aligning human resources strategies with organizational goals to meet current or anticipated staffing needs.
- Identify opportunities for human resources improvements, such as training and development and compensation programs.
- Prepare and maintain human resources and employment records related to events such as hiring, termination, leaves, transfers and promotions, organizational charts, employee handbooks, directories and performance evaluation forms.
- Review and evaluate applicant qualifications to match applicants with job requirements, conduct interviews, and participate in candidate selection in accordance to established guidelines.
- Handle and resolve employee conflicts as needed. Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions and promotion opportunities.
- Confer with management to develop, implement, and maintain personnel policies and procedures, such as training programs and associated employee training records.
- Advise management on organizing, preparing and implementing recruiting and retention programs to acquire talent.
- Evaluate recruitment and selection criteria by conducting industry research and follow-up activities and conferring with management to ensure compliance with company needs.
- Ensure adherence to human resources policies.

#### REQUIREMENTS:

- Bachelor's degree in Human Resources, or related field required.
- Must have 5 years of progressively responsible experience with recruitment, development and assessment of training programs, and development of compensation strategies.
- Must speak Spanish.