



JOB DESCRIPTION

Job Title: HR Generalist - Brazil

Reporting to: HR Director

Salary range: TBC

Location: Campinas, Brazil

Purpose of the job

Oxitec is a pioneer in controlling insects that spread disease and damage crops. Through world class science, it is tackling the major global challenges of keeping people healthy and increasing food production and it is doing so in a way that is sustainable, environmentally friendly and cost effective.

This role is designed to support our Brazilian operations in all aspects of HR management and is an exciting opportunity for someone to expand and develop their HR career in all aspects of the function and to work for a pioneering biotech company.

Responsibilities

- Payroll
 - Liaise with outsourcing payroll company;
 - Maintain control of both the payroll process;
 - Control and management of company benefits administration;
 - Ensure the thorough and sensitive management of all absence including vacation, overtime and sickness.
- Recruitment, Selection and Induction
 - Prepare the recruitment announcements to be publicized in the media;
 - Organising interviews;
 - Timely execution of recruitment administration process to ensure legal compliance;
 - Participate in interviews;
 - Work with line managers on HR and recruitment administration matters;
 - Make offers of employment, once approval has been received;
 - Supporting the setup of IT for new starters including email addresses;
 - Ensuring background and reference checks are completed as required;
 - Respond proactively to any speculative enquiries regarding employment at Oxitec;
 - Support and enhance the relationships with external stakeholders including educational establishments to support talent pooling activities and plans.
- Training and Development
 - Identify and implement training, qualification and personal development activities.
- Performance Management
 - Coordinate and collate PDRs;
 - Extract relevant content and provide feedback to senior management and the HRD on both PDR objectives and any issues with the content;
 - Review and analysis of job content and salary plans aligned with Oxitec HR plans.

- Management Information
 - Ensure the HRD receives accurate and timely information and reports within the agreed timescales;
 - Provide the required Brazilian content to HRD for monthly newsletter;
 - As instructed share company goals and objectives within the business to support both manager and employee alignment and engagement;
 - Keep accurate and up to date records on all employees and manage HR administration;
 - Maintaining current HR files and databases in a timely and proactively manner;
 - Perform file audits to ensure that all required employee documentation is collected and maintained;
 - Update and maintain all employment status and similar records;
 - Monitor and update all HR policies in line with company requirements and current legislation and best practice.
- Leavers and Exits
 - Calculate termination payments and arrangements for approval;
 - Prepare all termination paperwork for the Finance Manager's signature;
 - Organising exit interviews.
- Legal Compliance
 - Ensure HR legal matters are discussed confidentially with local senior management and HRD to enable good decision making.
- General
 - Provide local senior management and HRD with feedback on relevant HR matters;
 - Participate actively in external networking activities to either enhance the reputation of the Oxitec organization or ensure continuous professional development;
 - Regularly review working conditions, to ensure an adequate and pleasant environment for all employees.

Key Qualifications and Skills

- Must be diligent and organised;
- A payroll qualification would be ideal;
- Able to work successfully within a complex matrix environment;
- Have a creative approach to problem solving and the development of solutions;
- Excellent analytical skills;
- Ability to work both independently and within a team;
- Good stakeholder management skills;
- Knowledge of the biotech and/or life sciences industry and sector would be a distinct advantage;
- Ability to communicate well in writing and verbally in English;
- Ability to build trust quickly;
- Driven and proactive approach;
- Ability to balance competing priorities from multiple stakeholders;
- Demonstrate the ability to challenge, build credibility and work with integrity at all levels within the organisation;
- Ability to work collaboratively across virtual teams;
- Thrives and is resilient in an environment of change and ambiguity.

Key Experience

- Previous experience of payroll issues and best practice;
- Experience of working in a fast-paced SME environment would be ideal;
- Experience of working in HR before is vital, ideally supported by HR qualifications;
- A track record of working successfully in a multi-cultural environment;
- Experience of working in a global business with virtual teams.

Behaviour

- Positive, can-do attitude;
- Creativity and Innovation;
- Results Orientation;
- Initiative;
- Adaptability and Flexibility;
- Teamwork;
- Analytical Skills and Problem Solving;
- Communication skills;
- Engagement.

Contact

Please include details of your salary expectations and current notice period in your application.

To apply, please send a CV and covering letter to recruitment@oxitec.com

Start date: ASAP.

We do not use agencies in our current recruitment process.