



About Lateam Partners

Lateam Partners is a premier recruitment agency specializing in hiring top **English-speaking** talent in **Latin America** for U.S.-based companies. We connect skilled professionals with dynamic opportunities, offering competitive salaries, career growth, and the chance to work with leading international businesses.

By joining Lateam Partners, you gain access to **exciting remote roles, a supportive work culture, and ongoing professional development**. We pride ourselves on matching top-tier talent with high-quality employers, ensuring a rewarding experience for both candidates and clients.

If you're looking to advance your career with **a stable, well-paid, and growth-oriented opportunity**, apply today and become part of our thriving network!

www.lateampartners.com

Job Title

HR Administrator

Location

Remote

Client

Undisclosed

Job Summary

The HR Administrator primary purpose is to support the HR Solutions team in developing and maintaining accurate employee documentation, creating policy, research, presentation drafts, payroll, client proposals and other key department processes. The HR Administrator will also work directly with the HR Business Partners, HR Managers, VP of HR and Managing Director, to fulfill a variety of necessary internal HR tasks including recruitment, onboarding, training, policy development, HRIS management, and employee relations.

Responsibilities

Client Support & Administration

- Manage client communications through monitoring of email inboxes, Slack, and other platforms
- Provide day-to-day administrative support to HR Solutions Team in managing client accounts.
- Prepare, update, and maintain employee records, HR databases, and shared documentation.
- Assist with onboarding, offboarding, and employee lifecycle administration for client Organizations.
- Draft HR correspondence, policies, and templates as directed by consultants.
- Coordinate meetings, prepare agendas, and take minutes for client and internal HR meetings.

Recruitment Coordination

- Support recruitment processes by posting job ads, screening applications, and scheduling interviews.
- Communicate with candidates and hiring managers to ensure a positive recruitment experience.
- Maintain applicant tracking systems and recruitment reports.

Compliance & Reporting

- Assist in tracking compliance requirements, including training records, policy acknowledgments, and documentation.
- Help prepare HR reports, metrics, and audit materials as needed.
- Ensure sensitive information is handled with the highest level of confidentiality.

General Support

- Provide administrative support for HR projects such as employee engagement initiatives, policy rollouts, or system implementations.
- Contribute to continuous improvement of internal HR processes and tools.

Qualifications

- Working knowledge of Provincial and Federal employment laws (ESA, Human Rights, etc.)
- Above average skills in Google Sheets, & Google Docs
- Strong ability to learn new technology
- Good interpersonal skills
- Superior writing and grammar skills
- Strong organizational and time management ability
- Ability to handle data with confidentiality
- Excellent communicator, active listening skills
- Genuine desire to help others and strong customer service orientation
- Works cooperatively and effectively with others to reach a common goal
- Participates actively in group activities, fostering a team environment
- Tenacious, resourceful and creative problem solver

Apply to this position

<https://forms.monday.com/forms/6f43e441a98a43154090ba9322b9091d?r=use1>