

## US Recruiter

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Company: SnaPhunt

Location: Venezuela

Category: computer-and-mathematical

## The Offer

A role that offers a breadth of learning opportunities

Leadership Role

Opportunity within a company with a solid track record of performance

## The Job

### You will be responsible for :

Providing support to the full spectrum of HR functions including talent acquisition, learning and development and compensation and benefits.

Employee onboarding & offboarding.

Creating and maintaining employee personnel files and ensuring employee information is up to date in the internal system.

Application and renewal of work visas.

Maintaining employee leave and training records.

Administering medical and other insurance as per Company policy.

Preparing monthly HR reports for management.

Other adhoc works such as preparing work certificates etc.

## The Profile

You have at least 3 years experience including solid experience in a similar role within Internet and Professional Services.

Strong knowledge of legal and statutory requirements pertaining to HR practices.

Excellent communication and interpersonal skills, with the ability to interact and build credibility across all levels of the organisation.

You are a strong networker & relationship builder

You are highly goal driven and work well in fast paced environments

You pay strong attention to detail and deliver work that is of a high standard

## The Employer

Our client help brands expand their marketing efforts and create multiple streams of income for their business. Whether it's building Amazon or expanding off it, we create custom solutions that will help your brand grow.

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