

Regional Administrator

As Regional Administrator your main responsibilities will be the attention to our collaborators assigned to this region in administrative and human resources issues, perform procedures before the different institutions to ensure compliance with what is determined by law.

Requirements:

- Experience not necessary
- Indistinct sex
- High School Certificate
- Basic handling of Office packages (Word and Excel) and email
- Current driver's license
- Intermediate level of English
- Documentation: Birth certificate, INE, CURP, RFC, NSS, Notice of retention of INFONAVIT (in case you have it), Released military card (men), Proof of studies, Proof of address, Non-criminal record.

Activities:

- Attention and clarifications to employees
- Recruitment and selection of personnel at all levels
- Incident and prenomina management
- Records control
- Organizational development
- Compliance with procedures before SSP

We offer:

9 HOURS TURNS FROM MONDAY TO FRIDAY

- Base salary + pantry vouchers + saving found
- Benefits of law

Contact: careers@ausecurity.mx