

HR Associate

Location: Mexico,

Job Purpose and Background:

The post holder will support our People and Culture team, work independently, and take a hands-on People approach to assist colleagues across all countries.

This position will report to the HR Business Partner.

This role plays an important part in achieving an expansion of SBTi's People and Culture resources to cover key sectors.

You are a great fit for this role if you: are passionate about developing and supporting people, motivated, and committed. You have excellent communication, professional, and interpersonal skills and the ability to function in a proactive, innovative environment.

About the SBTi:

The Science Based Targets Initiative (SBTi) is a global body enabling businesses to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- Provide HR guidance to team members and managers, setting high expectations of behavior and performance.
- Work with the HR Business Partner, and colleagues to provide employee relations advice on global policies and procedures.
- Ensure accuracy and timeliness in processing employee changes, joiners, and leavers.
- Manage and drive benefit programs spanning our locations.
- Liaise with managers and finance team on monthly payroll, projects, and inquiries.
- Support the full life-cycle of HR including onboarding.
- Apply critical thinking to automate and reduce administrative tasks.
- Act as a system expert and advocate for the global People and Culture team.
- Produce data-driven reports to inform and influence HR initiatives.
- Lead and participate in projects where you'll see the impact of your work.
- Ensure consistency of application of our Global policies and procedures.

Essential skills and experience needed:

- 1-3+ years of professional experience, with a background in HR/People and Culture
- Professional, effective, and flexible team player, with proven ability to work with colleagues across the SBTi team.
- Proven project and team management skills
- Entrepreneurial, self-motivated, and able to work independently in an international and multicultural remote work environment
- Fluency in English with excellent written and oral communication skills

Desirable criteria:

- Ability to digest and communicate technical information to non-technical audiences
- Results-oriented, ability to handle multiple tasks and work in a constantly evolving environment

The salary for this role will depend on location and experience level. **This role is a fixed-term contract for 12 months with the possibility of extension.**

Interested candidates should be legally allowed to work in the countries specified. **The SBTi cannot sponsor any working visas.**

If you are interested, please apply [here](#).

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds. We do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.