



<b>Job Title</b>	<b>HR Manager</b>
<b>Job Level</b>	4A
<b>Location</b>	Mexico
<b>Business Unit</b>	OBU HR
<b>Function</b>	HR
<b>Leader</b>	HR Business Partner
<b>People Leadership</b>	1
<b>Role Purpose</b> To support the Head of HR / HRBP's, with the professional delivery of the generalist HR service in line with strategic WGS Business objectives and operational delivery. To provide advice and guidance on a wide range of HR issues and ensuring HR Policy, Procedure and employment legislation are adhered to. Drive continuous HR improvement through process enhancement, data & metric analysis and measurement of performance.	
<b>Responsibilities</b> <ul style="list-style-type: none"> <li>• Support and guide local Leaders on Policy, Procedure, and Employee Relations Legislation including advising on complex grievance and disciplinary</li> <li>• Function as employment legislation expert and DE&amp;I champion for the country/region by providing guidance and recommendation to HRBP and the wider business</li> <li>• Facilitate/Lead all people development activities including performance management, employee engagement, and L&amp;D</li> <li>• Engage effectively with employees and leadership teams to ensure full delivery of HR service and support building capability and strengthening of the culture</li> <li>• Support end-to-end recruitment, selection, and reporting of all Level 5 and 4 roles in the country/region; oversee and undertake selection activities to ensure candidates are selected fairly, objectively and in accordance with Company/Best practice</li> <li>• Participate in the delivery and support the implementation of regional and Global WGS projects and initiatives to maximise service improvement and employee engagement in support of the delivery of the Global HR Strategy</li> <li>• Collate, analyse and report relevant and identified management information and headcount for monthly submission to HRBP and local leaders to identify trends, continuous improvement actions and aid decision making.</li> <li>• Ensure all HR systems are continually up-to-date and maintained</li> <li>• Leads, motivates and develop team in line with the Company Values to maximise employee engagement.</li> <li>• Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&amp;S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy</li> </ul>	
<b>Skills and Qualifications:</b> <ul style="list-style-type: none"> <li>• Fluent/advanced English language skills required</li> <li>• Professional HR qualification a plus</li> <li>• In-depth knowledge of Mexico's labor laws and employer compliance requirements</li> <li>• Previous experience providing generalist HR support for employees and leaders within an operations setting (manufacturing, supply chain, beverage)</li> <li>• Demonstrated history of leading diverse, competency based, full-cycle-recruitment across all employee levels</li> <li>• Hands-on experience working with ATS and HRIS systems; strong technical competence to generate system and Excel reports</li> <li>• Possess excellent communication and client management skills while displaying the highest degree of integrity in implementing the industry's best practices (sourcing, recruiting, candidate assessment)</li> <li>• Previous experience within a global organization a plus</li> </ul>	