

Job Title: Human Resources Specialist

Department: HR

Location: Remote - Worldwide

Reports to: General Director

About us

At BioCarbon, we are dedicated to driving positive change in climate action and biodiversity conservation. As a leading organization, we manage two impactful programs: the GHG Crediting Program (BCR Standard) and the Biodiversity Crediting Program (BioCarbon Biodiversity Standard).

Our initiatives align seamlessly with Sustainability, fostering resilience and actively contributing to the realization of the United Nations' Sustainable Development Goals (SDGs). We recognize the urgent need for collective action and remain steadfast in our commitment to a more sustainable and equitable world.

As a proud women-owned business and a signatory to the United Nations Women's Empowerment Principles (WEPs), we prioritize gender equality as a cornerstone of our mission. We believe that empowering women is integral to achieving lasting positive impacts in our work and beyond.

Position Overview

As an HR Specialist at BioCarbon, you will play a critical role in managing and enhancing the company's human resources functions. You will be responsible for supporting recruitment efforts, employee development, performance management, and ensuring that HR policies are well aligned with BioCarbon's values of Integrity, Transparency, Equality, and Sustainability. The ideal candidate will be detail-oriented, proactive, and capable of driving HR initiatives that foster a positive and productive work environment.

Specific function responsibilities

- **Recruitment & Onboarding:** Manage the full recruitment cycle, including job postings, interviews, and the onboarding/offboarding process for new hires, ensuring a smooth transition into the company.
- **Employee Relations:** Act as a point of contact for employee inquiries, managing employee relations, resolving conflicts, and fostering a positive workplace culture.
- **Performance Management:** Assist in the development and administration of performance reviews, providing support in employee evaluations and feedback.
- **Compensation & Benefits:** Manage the administration of employee benefits and compensation packages, ensuring they are competitive and aligned with industry standards.
- **Policy Development:** Contribute to the creation and updating of HR policies and procedures, ensuring compliance with labor laws and alignment with the company's mission and goals.
- **Training & Development:** Identify training needs and coordinate professional development programs to support employee growth and skill enhancement.
- **Compliance & Documentation:** Ensure all HR activities comply with local labor regulations and maintain accurate records of employee information and contracts.
- **HR Metrics & Reporting:** Track and analyze key HR metrics, including turnover rates, recruitment efficiency, and employee engagement, providing reports to senior management.
- **Internship Program:** Oversee recruitment, onboarding, mentorship, and evaluation to ensure a meaningful and compliant internship experience aligned with BioCarbon's values.

Qualifications:

- 3+ years overall experience, with at least 5 years on Human Resources, Business Administration, or a related field.
- Strong knowledge of HR best practices and international standards (ie. United Nations)
- Excellent communication and interpersonal skills, with the ability to manage sensitive matters with discretion and professionalism.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively in a fast-paced, dynamic environment.
- Superior writing ability.
- Proficiency in English and Spanish is a prerequisite.

To work at BioCarbon means...

- **Commitment to Sustainability:** contribute to a company dedicated to sustainable solutions and environmental and biodiversity conservation.
- **Inclusive work environment:** Embrace diversity and ensure equal opportunities for all employees.
- **Competitive salaries and Benefit Packages:** Attract and retain top talent.
- **International Insurance Coverage.**
- **Flexible Work Arrangements:** Remote work options or flexible schedules, promoting work-life balance.
- **Collaborative Team Environment:** Benefit from a collaborative and supportive team environment encouraging innovation and teamwork.
- **Social and Environmental Impact:** Contribute to projects and initiatives with a positive impact on climate change and biodiversity conservation.

How to apply

Please send your expression of interest to katherine@recluta.org, including:

- Your CV/Resume (to avoid bias, we appreciate you not including a personal picture)
- A cover letter (no more than one page)

BioCarbon ensures equal opportunities for all candidates and employees, committing to cultivating a workplace free from discrimination. We rely on a transparent recruitment and hiring policy that upholds equal labor rights, irrespective of race, color, religion, gender identity, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic.

Join us in making a positive impact on the world!