

CGU Stella for Staff 2024
Professional Mobility Programme for Services Staff

PLACEMENT OFFER LSALLE01

INFORMATION OF THE HOST UNIVERSITY

Name of institution	La Salle University.
Address	Benjamin Franklin 45, Condesa, Cuauhtemoc, ZipCode 06140 Mexico City, Mexico.
Telephone	(+) 52 55 5278 9500.
Web	www.lasalle.mx .
Short description	For over 60 years, Universidad La Salle has created a reputation as a visionary, humanistic and socially responsible institution of higher education. La Salle is a member of La Salle Universities, one of the largest international organizations dedicated to accessible, quality education, research and social transformation. There are over 1600 Lasallian educational centers in 22 countries, and more than 76 Lasallian colleges and universities on five continents, 15 of which form La Salle University Network in Mexico.

INFORMATION OF THE PLACEMENT OFFER

Department	Human Resources Direction.
Description of activities	<ul style="list-style-type: none"> Overseeing and analyzing strategies of personnel management and human resources management. Proposing best practices focusing on treating employees as valued assets. Sharing knowledge and expertise in activities such hiring, remunerating, and training to enhance harmony for the growth & development of the workforce.
Working languages	Mostly Spanish and English.
Working place	Human Resources Direction, Benjamin Franklin 45, Condesa, Cuauhtemoc, Zip Code 06140 Mexico City, Mexico.
Mobility period	To be agreed with the candidate.
Length	7 working days.
Daily working hours	5 hours.
Accommodation	Accommodation for nine (9) calendar days in a loft nearby the Campus.
Supplementary contribution	Two meals per day.
No. of placements	1.

CURRICULAR PROFILE OF THE CANDIDATE

Academic title	Degree.
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Required experience	<ul style="list-style-type: none">• Experience in planning, coordinating, and directing the administrative functions of an organization;• Involved in process such as recruiting, interviewing, and hiring of new staff;• Consulting with top executives on strategic planning;• Keen on sharing best practices of employee's management.
Required skills	<ul style="list-style-type: none">• Excellent interpersonal, negotiation, and conflict resolution skills.• Excellent organizational skills and attention to detail.• Strong analytical and problem-solving skills.• Ability to prioritize tasks and to delegate them when appropriate.