

Business Operations Administrator

Bravo LT Mexico is a dynamic and innovative start-up based in Monterrey, Mexico, revolutionizing the tech industry. Our vision is to transform the way tech operates through obtaining the best technical talent in Monterrey and throughout Mexico. As the first employee of our company, you will play a crucial role in shaping our culture, recruiting top-tier software engineers, and managing the day-to-day operations of our office with support from the US parent company Bravo LT.

We are seeking a talented and motivated individual to join our team as an office manager, talent acquisition coordinator, and entrepreneur. In this role, you will be responsible for driving the growth of our team by recruiting and hiring skilled software engineers. Additionally, you will oversee office operations to ensure a productive and vibrant work environment.

Three main initiatives:

1. Oversee the office located in San Pedro Garza Garcia
2. Recruit software engineers
3. Establish a presence in the Monterrey metropolitan area

Responsibilities

1. Office Management

- Oversee the day-to-day operations of our office to ensure a productive and comfortable work environment
- Service as Mexican SAT representative and the Mexican Social Security Institute representative
- Coordinate office facilities, including space planning, equipment procurement, and maintenance
- Plan and organize company events, team-building activities, and employee engagement initiatives

2. Talent Acquisition

- Develop and implement effective recruitment strategies to attract top-tier software engineers
- Manage the end-to-end recruitment process, including sourcing, screening, interviewing, and onboarding candidates
- Collaborate with the US leadership team to understand hiring needs and create job descriptions that accurately reflect the required skills and qualifications
- Utilize various recruitment channels, including university job boards, social media platforms, and professional networks, to attract a diverse pool of candidates
- Maintain strong relationships with universities, technical institutions, and relevant organizations to tap into emerging talent pools
- Conduct interviews and assessments to evaluate candidates' technical skills, cultural fit, and potential for growth
- Negotiate competitive offers and facilitate the onboarding process for new hires

3. Employer Branding and Social Media

- Develop and execute a comprehensive employer branding strategy to enhance our company's visibility and reputation as an employer of choice
- Create engaging and compelling job postings for our website and social media platforms
- Leverage social media channels, such as LinkedIn, GitHub, and relevant industry forums, to actively promote job opportunities and engage with potential candidates
- Monitor and analyze recruitment metrics to optimize sourcing strategies and improve the effectiveness of sourcing

Basic Qualifications

- Bachelor's degree in human resources, business administration, marketing, or a related field
- Experience in sourcing and recruiting, or similar experience in sales

- Basic understanding of software engineering roles and the ability to assess technical skills
- Familiarity with recruitment platforms, social media, and online sourcing techniques
- Excellent communication and interpersonal skills to effectively engage with candidates and build relationships with internal stakeholders
- Strong organizational and multitasking abilities to manage multiple priorities in a fast-paced environment
- Knowledge of labor laws and regulations in Mexico
- Fluency in English and Spanish

Join our team and be part of an exciting start-up journey as our first employee! If you are passionate about recruiting top talent, creating an exceptional work environment, and driving innovation, we want to hear from you. Apply now with your resume and a cover letter detailing your relevant experience and why you would be a great fit for our team.

To apply for this opportunity, visit the Bravo LT Careers page at: <http://bravoLT.com/careers/>

Location: San Pedro Garza Garcia

Salary: Competitive salary based on experience

Benefits: We offer a comprehensive benefits package, including health insurance, paid time off, and opportunities for professional growth and development.

Start Date: July 2023

We are an equal opportunity employer.