



wintershall dea

## HUMAN RESOURCES & ADMIN MANAGER (M/F/D)

AT WINTERSHALL DEA DO BRASIL, RIO DE JANEIRO (BRASIL)



### LOCATION

Rio de Janeiro



### STARTING DATE

Earliest possible date



### CONTRACT TYPE

Permanent



### DEPARTMENT

Human Resources



### WORKING HOURS

Full-time



### REFERENCE CODE

BR00003

### What you can expect

- Responsible for the implementation of the Human Resources Department, mainly the subsystems of Compensation, Recruitment & Selection, Payroll, Benefits, Performance Management and Training & Development
- Implementation of the career plan for all levels and structure all job functions
- Define and carry out the analysis of the payroll service provider
- Implement the Performance Management at all levels, aligned to the market and the company's objective.
- Develop and implement HR Procedures and Policies and Staff Management, such Training, Wages, Promotion, Admission, Dismissal, Vacations, Access Control, among others.
- Responsible for Expatriates mobility, since the work visa process to repatriation, aligned with corporate guidance and local law
- Represent the company in inspections, unions, audits, providers of HR services, groups and associations in general
- Responsible for managing the HR Annual Budget (estimated vs. realized)
- Responsible for overseeing the day-to-day operations of the office

### What we expect

- You have more than 10 years' HR & Admin experience in Oil & Gas business
- Your ability to work in an interdisciplinary and international team plus your good communication and writing skills in English complement your profile
- Extensive knowledge and competence within own discipline and demonstrate thorough understanding for own business area
- Must show passion for the E&P core business as well as supporting functions and collectively as a management team
- Knowledge of HR & Admin processes for Oil and Gas companies

### We offer

- Competitive compensation & Benefits package
- Responsibility from day one in a challenging work environment and „on-the-job“.
- Opportunity of professional development and international experiences



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## Who we are

With the merger of Wintershall and DEA Deutsche Erdoel AG, two successful companies with a long tradition have formed Europe's leading independent natural gas and oil company: Wintershall Dea. The company with German roots and headquarters in Kassel and Hamburg explores and produces gas and oil in 13 countries worldwide in an efficient and responsible manner. With activities in Europe, Russia, Latin America and the MENA region (Middle East & North Africa), Wintershall Dea has a global upstream portfolio and, with its shares in natural gas transport, is also a leader in the midstream business.

**Wintershall Dea** stands for more than 120 years of experience as an operator and project partner along the entire E&P value chain. The company employs around 4,000 people worldwide from over 60 nations. The company plans to increase its average daily production from around 590,000 barrels of oil equivalent to a range of 750,000 to 800,000 barrels in the period between 2021 and 2023. In the medium term, an initial public offering of Wintershall Dea is envisaged.

**We are looking forward to your application! Please apply via:** [jobs-brazil@wintershalldea.com](mailto:jobs-brazil@wintershalldea.com)