

Work at NATIONS!

Position: Human Resources Assistant

Section: Human Resources

Application Deadline: September 15, 2024

Start date: September 23, 2024

Main responsibilities: Assist in job posting, résumé screening, and conducting interviews in both Portuguese and English. Support in organizing the résumé database and preparing recruitment and selection reports. Execute hiring and onboarding procedures for new employees. Support the onboarding process, including providing guidance on company procedures and policies. Monitor and control the electronic timekeeping system, ensuring accurate time logging and addressing discrepancies. Guide employees on how to use the electronic timekeeping system.

Requirements: Bilingual - fluent in Portuguese and English. Bachelor's Degree in Administration, Psychology, Human Resources Management, or a related field. Previous experience in recruitment and selection activities. Strong communication, organizational, and interpersonal skills. Proficiency in Microsoft Office, especially Excel. Knowledge of electronic time management systems is a plus.



Equal Employment Opportunity

We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

All employment-related decisions, including hiring, retention, and promotion, are based solely on an individual's qualifications, performance, skills, and merits relevant to the job requirements.

We encourage people with a disability to apply.

How to apply

Please send your résumé to our Human Resources department at recrutamento.externo@edn.org.br by September 15, 2024.

Please add the position you're applying for to the email subject.

We seek caring, dedicated professionals to contribute to our school community by making a difference in our students' lives.



Work at NATIONS!



School of the Nations
Escola das Nações



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The School

School of the Nations is an international, private, not-for-profit, coeducational school. We are accredited internationally by New England Association of Schools and Colleges (NEASC), and nationally by the Secretary of Education of the Federal District. We provide a rigorous academic curriculum complemented by our moral education program, the arts, and sports. Moral education fosters students' understanding of the dynamic role they play in constructing a peaceful, just, and sustainable society. Students may take preparatory and university-level classes and earn the Brazilian, American, and AP Capstone® diplomas.

Our History

School of the Nations was established as a place where children from different countries of diverse backgrounds could build a learning community where they could learn to live peacefully together as “world citizens” in a safe, healthy, happy environment while excelling academically through a challenging, college-preparatory curriculum enriched by values and ethics. Our Founders' vision became reality on September 1, 1980.

The school opened with only 17 students and three rented classrooms in the recently built Independent British Institute (IBI). By 1981, the School had grown to 37 students, and classrooms occupied an entire wing of the Presbyterian Institute in Lago Sul, Brasilia. Over the next three years, School of the Nations would grow to serve nearly 100 students. In August 1987, the School, with its 140 students, moved to its current location, on a beautiful campus in a peaceful neighborhood in Brasilia. In 2002, we inaugurated our second campus, just across from the first, to host our Early Childhood Education program for students from 2 to 6. Our community and school continue to grow. Today, School of the Nations educates over 700 students.

Mission

Educate students to be world citizens based on standards of academic and ethical excellence to develop their capacities to know, love, and serve humankind.

Vision

School of the Nations strives to be exemplary among Brazilian and international schools for its commitment to world citizenship and for helping young people develop outstanding academic, ethical and spiritual qualities and a clear understanding of their roles in building a better world.

Accreditation

School of the Nations is accredited internationally by the New England Association of Schools and Colleges (NEASC) and nationally by the Secretary of Education of the Federal District.



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