

nyloflex®

FAR

The all rounder in analogue plates



Be
brilliant.

XSYS
Print solid. Stay flexible.

About XSYS

XSYS is a global provider of integrated solutions for the flexographic, letterpress and pre-press printing markets, offering photopolymer plate processing systems, sleeves/adapters, and complementary workflow technologies. With a strong focus on customer success, we combine deep technical expertise with service and support to deliver consistent quality and productivity for printers, converters, and trade shops.

In your role as HR Business Partner - LATAM, you will be a critical part of the Global HR Team, providing both strategic and tactical HR support for all XSYS employees throughout the LATAM region. This role will handle essential HR functions such as building and maintaining strategic partnerships with LATAM management, payroll and benefits administration, and ensuring regulatory compliance. You will also serve as a first point of contact for employee questions and concerns.

HR Business Partner - LATAM

Mission of the role & responsibilities

Employee Relations and Strategic Partnerships

- Build and maintain relationships with management throughout the LATAM region, supporting their staffing needs and providing sound guidance and judgement in service of reaching their business goals

- Answer and respond to Employee concerns, escalating as necessary
- Support development of policies and procedures to enhance the workplace and support organizational goals

Payroll & Benefits

- Administer payroll, ensuring accuracy and timeliness of pay
- Manage employee benefits programs
- Respond to employee benefits and payroll inquiries

Compliance

- Ensure compliance with statutes, laws and regulations across the companies in which we operate in the LATAM region
- Assist with audits and maintenance of HR records in compliance with regulations
- Support workplace safety initiatives and HSE Compliance

Onboarding & Offboarding

- Conduct employee onboarding, ensuring all necessary documentation is completed
- Manage the offboarding process, including exit interviews and final payroll actions

HR Operations

- Maintain and update employee records in the local HRIS System(s) and HR System of Record (SuccessFactors)
- Coordinate with third-party vendors (payroll providers, EORs, benefit brokers)
- Assist with various HR projects as assigned
- Serve as vital member of Global HR Team, providing local expertise and guidance for improving employee experience in a global framework

Required qualifications

- 5+ years of HR experience
- Familiarity with payroll systems and HRIS software
- Knowledge of local labor laws and regulations for Brazil & Mexico

- Strong communication and problem solving skills
- Ability to speak English and Portuguese required. Ability to also speak Spanish preferred
- Bachelor's degree or equivalent in Human Resources, Business Administration, or related field preferred

Benefits

- Competitive salary package
- Health plan: full coverage, co-participation only upon use
- Life insurance
- Food voucher / Meal allowance
- English language learning via the company's partnership with NXS Corporate English
- Education assistance
- Covered parking at the office building

[Apply now](#)