

HUMAN RESOURCES

Department in Etec Zona Leste



TOPICS



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2 Who is Responsible for what?

3 Who works with who?

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5 How is your room designed?

6 The Perfect Room



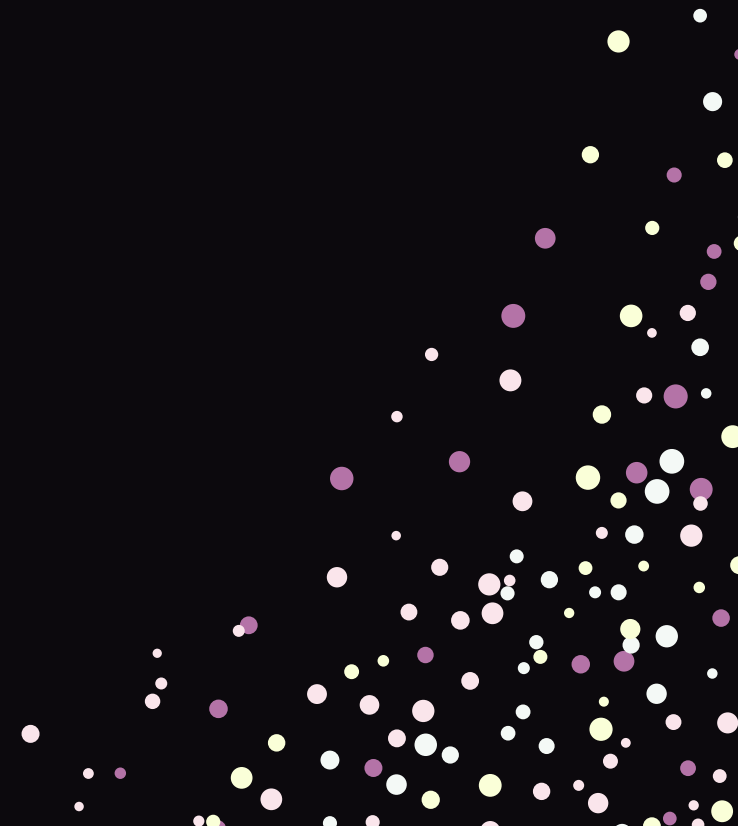
WHAT DOES HUMAN RESOURCES DO?

Backbone of any organization

Hire and fire employees

Manage the people and
culture of a company

Ensure employees satisfaction
and compliance



WHO IS RESPONSABLE FOR WHAT?

Administrative technical agent

ANA

- Select processes
- Employee admission
 - Shopping

BRENO

- Outsourced companies
 - Release of invoices
 - Shopping



WHO IS RESPONSABLE FOR WHAT?

Administrative Advisor

BIANCA

- Payroll
- Reacording teacher attendance

MARIA APARECIDA

- Warehouse
- Organize the resources



WHO IS RESPONSABLE FOR WHAT?

Service Director

ADAGMAR

Responsible for everything
in the HR department



WORKS WITH WHO?

HR works with almost every
school department, managing all
school employees

- Coordination
- Direction
- Secretariat



WHO NEED TO COMMUNICATE WITH WHO?

Ana talks to candidates for teaching positions

Bianca talks to teachers in general

Maria Aparecida talks to people in the logistics department

Breno talks to people in the finance department

Dagmar speaks to all departments



HOW IS YOUR ROOM DESIGNED?



In the HR room there are computers.

There is a steel file cabinet

A blackboard containing sheets of information

Table and chairs that provide a suitable place.



THE PERFECT ROOM



The perfect HR department's must have ergonomic desks, comfortable seating, and ample natural lighting create a modern, inviting atmosphere. Private meeting rooms and open collaboration spaces enable HR staff to effectively handle sensitive personnel matters and strategic planning.



THANKS FOR THE ATTENTION

