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HR ADMINISTRATOR (M/F/D)

Full-time

Type of employment

Rozvadov

Location

HR

Area



Maria Zirwig

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VIEW JOB ONLINE

Your tasks:

- Implementation of HR processes in the Czech Republic
- Support of all HR relevant topics (onboarding and offboarding, personnel development, personnel costs, remuneration and contract design)
- Conducting recruitment (creation of job advertisements, pre-selection of suitable candidates, arrangement of interviews, etc.)
- Collaboration with recruitment companies
- Implementation and maintenance of legal regulations and guidelines
- Supervision of the internal time recording system
- Administrative work in payroll accounting and personnel administration

Your profile:

- Completed business or commercial training
- Multiple years of professional experience in HR
- Structogram, 360, and other HR tools are an advantage
- Knowledge of Czech labour law
- Self-reliant, very precise and structured way of working
- Skills in written and spoken German or English

You can expect:

- An interesting working environment in a motivated team
- Bonus system
- Short decision-making processes
- 5 weeks' holiday
- State-of-the-art work equipment
- Development opportunities in an industrial company with all the benefits of a family business