



HR SPECIALIST



Address:

Zdrój 49a, 62-065 Grodzisk Wlkp.



Department:

HR



Type of work:

Full time

KEY RESPONSIBILITIES

- Manage full-cycle recruitment: job postings, screening, interviewing, and onboarding.
- Administer employee records, HRIS updates, and maintain confidentiality.
- Coordinate benefits enrollment, leave management, and payroll support.
- Provide guidance on HR policies, procedures, and employment law compliance.
- Support performance management processes, training programs, and employee development initiatives.
- Handle employee relations matters, investigations, and conflict resolution.
- Prepare HR reports, metrics, and assist with HR audits.
- Assist with compensation administration and job description maintenance.

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 2+ years experience in HR or related role (adjustable by seniority).
- Working knowledge of employment law and HR best practices.
- Experience with HRIS and ATS systems.

SKILLS

- Strong communication and interpersonal skills.
- Excellent organizational and time-management abilities.
- Problem-solving and conflict-resolution skills.
- Discretion and ability to handle confidential information.
- Proficient in MS Office (Word, Excel) and HR software.

PREFERRED

- HR certification (e.g., PHR, SHRM-CP).
- Experience in [industry] (optional).

WE OFFER

- Becoming a member of a motivated and enthusiastic team and shape and develop the future of our growing organization
- Dynamic and collaborative work environment.
- Competitive salary and benefits packages.
- Work in an international environment within a long-term oriented family-owned business
- Opportunity to develop within the organization
- Work location: Zdrój / Grodzisk Wielkopolski

CONTACT

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