

## HR Specialist / HR Business Partner / HR Generalist

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 700 €**

Cena: **2 040 € bez DPH**

### Preferovaná pracovná pozícia

HR Business Partner

HR generalist

Personálny konzultant

Recruiter, špecialista výberov

HR špecialista

### Preferovaná lokalita

Bratislava

### Jazyky

Slovensky - Expert (C2)

Anglicky - Stredne pokročilý (B2)

## Pracovné skúsenosti / Work experiences

10/2015 - present

### HR Specialist

Zameranie spoločnosti:

*Computer programming*

- » covering the sourcing process and selection of candidates
- » evaluation records on the candidates and assistance in decision process
- » taking care of outgoing recruitment campaigns and communication with customers
- » leading and mentoring the team of IT recruiters
- » acting as a single point of contact for defined group of managers with responsibility for HR related issues (meal tickets, attendance/absence of employees, vacations and many others)
- » cooperation with clients and managers on solving labor code issues, managing transfers, promotions, prolongation of contracts and employee career planning

07/2013 - 09/2015

### IT Recruitment Consultant

Zameranie spoločnosti:

*Business and management consultancy services*

- » sourcing and recruitment of IT professionals within the CEE area
- » managing the whole hiring process from the very first contact until the placement of candidates
- » working with internal tools and database
- » actively using LinkedIn as a major social media database, also other webportals focused on job market such as Profesia.sk, Jobs.cz, Monster.com
- » ad-hoc duties consisting mainly of marketing activities and presentation of the company/employer branding

01/2013 - 07/2013

### Contract / Credit ensuring support (part time)

Zameranie spoločnosti:

*Bank*

- » work with documents in the archive
- » editing and adjusting documents in accordance with data from Excel and successfully delivered to the third party
- » administrative work and support, cooperation with other colleagues and manager

11/2011 - 07/2012

### **Accounting support (part time)**

Zameranie spoločnosti:

*Technologies*

- » input of data into ERP System (Money S3)
- » work in the archive, editing of old documents with regards to data of past/current employees of company's clients
- » cooperation with other colleagues within the team, responsible for fulfilling tasks ordered by a senior accountant

12/2010 - 06/2011

### **Call centrum operator (graduate practice)**

Zameranie spoločnosti:

*Office of Labour*

- » first line contact for clients (social cases, unemployed citizens,...)
- » help with very first orientation in the area of social system and/or matters of work law etc.
- » occasional work and help to the general director

## **Vzdelanie / Education**

2014 - 2016

### **Faculty of Philosophy**

Education of Adults

2011 - 2014

**Faculty of Philosophy**

2006 - 2010

**Academy of Commerce**

Banking