

## 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

HR špecialista

### Preferovaná lokalita

Bratislava

### Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Rusky - Stredne pokročilý (B2)

Francúzsky - Začiatočník (A2)

### Zručnosti

SAP - Pokročilý, Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

10/2008 - 02/2020

### HR Expert/Training Specialist

Zameranie spoločnosti:

*Central bank activities*

- » an identification and analysis of training needs and their implementation and evaluation (external training abroad)
- » event management - preparation and realization of international events in the central bank, cooperation with the third-party providers (budget, orders, catering, hotels, venue), proposal and organization of social programme for participants, communications with participants, help them with the logistical arrangements, dealing with the ad-hoc occurrences, evaluation of events, reporting
- » cooperation with the central banks and the national competent authorities
- » the training budget creation and monitoring of the drawing
- » induction day for newcomers (organization and presentation of relevant HR topics)
- » participation in international projects in the HR area within the technical cooperation

08/2008 - 09/2008

### HR Generalist

Zameranie spoločnosti:

*Accounting and auditing activities, bookkeeping; tax advice*

- » on-boarding and off-boarding activities
- » global mobility (preparation of contracts for expats)
- » promotion of benefits

09/2007 - 07/2008

### HR Generalist

Zameranie spoločnosti:

*Insurance company*

- » administration in the area of onboarding, transfer and resignation of employees (app. 150 employees)
- » preparation of payroll documents for the external payroll company
- » administration of health and safety training in cooperation with the external company

- » cooperation with controlling department in budget creation
- » reporting to the headquarters, communication with regional branches (HR advisory)
- » recruiting (job advertisements, communication with the external personal agency, selection of candidates, conducting interviews)

05/2006 - 08/2007

### **HR Specialist**

Zameranie spoločnosti:

*Central bank activities*

- » recruiting process in the bank
- » work on „Job cards project“

09/2002 - 05/2006

### **Recruitment and Candidate Relationships Consultant**

Zameranie spoločnosti:

*Business and management consultancy services*

- » communication with the candidate
- » database up-date
- » database research
- » job advertisement and clients' offers preparation
- » preparation of web texts
- » responsible for job staffing
- » participation in the job fairs on behalf of the company

## **Vzdelanie / Education**

1997 - 2002

### **Faculty of National Economy**