

HR Business Partner / HR generalist

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 400 €**

Cena: **1 680 € bez DPH**

Preferovaná pracovná pozícia

HR Business Partner

Personalista

Personálny konzultant

Preferovaná lokalita

Trenčiansky kraj

Bratislava

Jazyky

Slovensky - Expert (C2)

Anglicky - Stredne pokročilý (B2)

Nemecky - Začiatočník (A2)

Zručnosti

Hospodárska korešpondencia - Pokročilý, Personalistika - Pokročilý, Microsoft Office - Pokročilý

Pracovné skúsenosti / Work experiences

05/2019 - 12/2019

Senior Consultant

Zameranie spoločnosti:

Consulting

- » placement of the middle positions
- » searching for suitable candidates according to client requirements
- » direct addressing of the candidates - executive search
- » interviewing, evaluation and related administrative
- » regular communication with clients, participation in business meetings
- » telephone and personal interviews
- » self-management project selection
- » advertising jobs
- » direct contact with employees during their working contract

01/2015 - 08/2018

Recruiter/Office Manager

Zameranie spoločnosti:

Repair and maintenance of motor vehicles

- » placement of the lower and middle positions
- » searching for suitable candidates according to client requirements
- » direct addressing of the candidates - executive search
- » interviewing, evaluation and related administrative
- » regular communication with clients, participation in business meetings
- » preparation and organization of competitions
- » selection of CV's
- » telephone and personal interviews
- » self-management project selection
- » advertising jobs - internet and print media
- » direct contact with employees during their working contract

05/2012 - 12/2014

HR Specialist

Zameranie spoločnosti:

Data processing, providing server space on the Internet and related services

Administration

- » management of personnel administration staff
- » preparation of employment contracts, termination of employment (different types of working contracts)
- » monitoring the current Labour Code and the forthcoming changes
- » attendance of employees (vacation, sick leaves, unpaid leave)
- » preparation of documents for external payroll clerks (on monthly basis prepare)
- » summarize and send payroll inputs & check data, reports and ensure solving identified nonconformities)
- » actively cooperate with external partners in the area of Health and Safety
- » close cooperation with the economic department
- » preparation requested reports in desired structure, quality & time

Recruiting

- » advertising of positions on working portals
- » pre-selection of coming CV's
- » organization of the whole selection process to actual occupation of vacant positions
- » close cooperation with managers of each department
- » adaptation process of new employees

11/2009 - 10/2011

HR Specialist

Zameranie spoločnosti:

HR

- » running-operation of the new lyestablishedbranchcompany in Bratislava, responsibility for running the office, communication with suppliers, administration, ordering officesupplies
- » personalleasingof candidates
- » preparing andconductinginterviewswithjobseekers
- » CVselection and administration associatedwithit, workwiththe internal database
- » actively assessingforeignlanguageskillsofcandidates
- » advertising jobsin theCzechand Slovak labormarket

Vzdelanie / Education

2002 - 2007

Faculty of education

Social work

1998 - 2002

Gymnasium