

## HR Specialist

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **1 700 €**

Cena: **2 040 € bez DPH**

### Preferovaná pracovná pozícia

HR špecialista

### Preferovaná lokalita

Bratislava

### Jazyky

Slovensky - Expert (C2)

Anglicky - Stredne pokročilý (B2)

Rusky - Mierne pokročilý (B1)

Turecky - Mierne pokročilý (B1)

### Zručnosti

Microsoft Office - Pokročilý

## Pracovné skúsenosti / Work experiences

2017- present

### Compensation & Planning - Human Resources

Zameranie spoločnosti:

*Electricity generation*

- » creating and implementing an employee performance assessment system
- » ongoing evaluation and monitoring of effective performance and use of HR systems, policies and processes
- » remuneration survey
- » analysis of competitive trends in remuneration
- » methodological guidance on remuneration
- » providing posting contracts and tax administration of seconded assignments
- » administering the actual wages
- » managing the process of Annual bonuses, Extra bonuses, company cars and other lifestyle benefits.
- » monitoring salary structure and benefits
- » preparing and distributing information to employees
- » participating in job matching / job evaluation /assessing job descriptions
- » implementation and execution of HR strategy and tactics at site level
- » ensure the HR team have the correct processes and tools to support first class HR service delivery
- » ensure the process of salary disbursement and reporting
- » supports and maintains effective internal communication and cooperation of employees across the company
- » effectively communicates, builds and maintains relations with internal and external customers and suppliers

2011 - 2017

### HR Business Partner Compensation, Benefits & Resourcing / Human Resources

Zameranie spoločnosti:

*Logistics and transport company*

HR Business Partner Compensation, Benefits & Resourcing / Human Resources (2012 - 2017)

- » develops and manages implementation of remuneration programs / aims at financial (wages, bonuses) and non-financial forms of remuneration (benefits)
- » compensation and benefit management with annual review processes, employee movements, new comers etc

- » external market conditions research in resourcing, compensation, benefits, evaluating alternatives and costs
- » plans, manages, coordinates and communicates processes of pay rise
- » provides consultations, reporting, statistics, overviews, analyses
- » preparing data for payroll calculation
- » resourcing activities end to end ensuring utilization of tools, systems and processes
- » coaching and developing hiring managers in interviewing techniques and skills
- » preparation of documents for the employment of employees (contracts, amendments, authority)
- » leading the interviewing process
- » securing the approval process of open positions (direct and indirect open positions)
- » supporting the selection process of candidates by providing recruitment expertise to Hiring Managers
- » manage local resourcing processes ensuring a transparent, fair and consistent process is executed at all times,
- » securing the induction of both temp agency and core workers
- » utilize local / regional resourcing opportunities such as job fairs to enhance company profile and attract the talents

#### HR Compensation and Benefits Specialist – Human Resources (2011 - 2012)

- » reporting, statistics, overviews, analyses
- » preparation of yearly overview of the salary disbursement (regarding the work performance)
- » implementation of bonus disbursement
- » securing the process of salary approval & developing the benefits structure
- » coordinates and supports classification of roles and lists these into a classification system
- » administrative work related to recruiting of employees
- » preparation of documents for the employment of employees (contracts, amendments, authority)
- » cooperation with managers, identifying problematic areas and initiate corrective measures
- » administrative support for HR Director, Managing Director and his SMT team
- » preparation of presentation for management
- » participation on project (ISO, HAY survey, setting up bonus systems and RCS grades)
- » participation at annual evaluation of employees
- » creation of internal HR rules and directives
- » regular monthly estimation (payroll, cost of holidays, analyzes)
- » direct reporting to Country HR Director Slovakia
- » implementation and execution of HR strategy and tactics at site level
- » plans, manages, coordinates and communicates processes of pay rise

2003 - 2008

#### Bank Expert - Corporate Banking

Zameranie spoločnosti:

**Bank**

Bank Expert - Corporate Banking (2006 - 2008)

- » cooperation in the development of products and services for SME clients on the basis of market requirements
- » preparation and assessment of Credit proposals for the relevant credit risk assessment
- » processing of monthly reports on the business and the periodic updating and monitoring of portfolio
- » designing and editing processes and conditions + identifying the needs of the SME segment
- » assisting in developing and launching sales plans and commercial campaigns

Finance Advisor - SME Business - Corporate Banking (2003 - 2006)

- » identification of suitable potential clients – acquisition activity
- » credit risk- finance analysis
- » trade finance
- » administration and investment in mutual funds
- » mortgages banking
- » preparation of credit proposals for members of board

## Vzdelanie / Education

2008 - 2010

**University**

Certificate in Business

1995 - 1998

**Economic University**

Economy