

## Humanitárna práca / Psychológ / HR špecialista

Uchádzača overíme na vašu žiadosť

Očakávaná mzda: **2 000 €**

Cena: **2 400 € bez DPH**

### Preferovaná pracovná pozícia

HR Business Partner

HR generalist

Psychológ

Humanitárna práca

HR špecialista

### Preferovaná lokalita

Bratislava

### Jazyky

Slovensky - Expert (C2)

Anglicky - Pokročilý (C1)

Nemecky - Mierne pokročilý (B1)

### Zručnosti

HTML - Základy, Microsoft Share point - Pokročilý, SAP - Pokročilý, Softip - Pokročilý, Microsoft Office - Pokročilý



## Pracovné skúsenosti / Work experiences

11/2019 - present

### HR Specialist

Zameranie spoločnosti:

*Pharmacies*

- » personal administration of employees working in our HQ office (about 250 people) - on-boarding, adaptation and induction, off-boarding, general contact point for employees and managers
- » compensation and benefits agenda - for the whole company - HQ & pharmacies (about 1800 people)
- » handling, maintaining, administration, implementation and revision of employee benefits (language education, employee discounts, benefit cafeteria, sport benefits, employee recognition program...)
- » HR reporting - regular and ad-hoc reports including headcounts, labor costs, attendance, fluctuation, benefits, organizational structure, remuneration
- » working with internal personal systems - softip, internal attendance tracking system, employee page
- » representation of the company (job fairs, Best employer award, Students award)

10/2017 - 06/2018

### Consultant for online assessment

Zameranie spoločnosti:

*Business and management consultancy services*

- » complex cut-e (AON) online assessment tools agenda (setting up the testing environment, selection of the suitable test battery, analysis and interpretation of test results, preparation and communication of the feedback from assessment)
- » localization of current and new cut-e products for Slovak region, creation and adjustment of the user materials
- » organization and leading of cut-e trainings for new users, coorganization of educational workshops
- » participation in AC/DCs and 360-degree feedback projects, working with competency models

09/2014 - 08/2018

### HR Services Specialist / HR Recruiting Services Associate / Interview coordinator



Zameranie spoločnosti:

*Business and management consultancy services*

HR Services Specialist (12/2016 - 08/2018)

- » handling of assigned personnel agenda of employees based in the US and Switzerland, specifically: changes in employment terms and conditions, voluntary leavers process, employee benefits
- » preparation of respective employment documentation, working with electronic signature feature
- » working with internal HR system (SAP/ADP, SuccessFactors) - data input and update, salary enrollments and deductions for payroll, time attendance system adjustment
- » active involvement in transition of HR activities to SSC Bratislava and later its execution (complex personnel agenda of UK based employees including new hires, leavers, changes in employment, benefits administration)

HR Recruiting Services Associate (04/2016 - 12/2016)

- » personnel agenda of employees based in Switzerland - new hires, changes in employment, benefits
- » preparation of respective contractual documentation, entering and adjusting records in the HR system, payroll inputs
- » close cooperation and coordination with other involved teams regarding new starters event, pension and other duties based on the respective local labor law
- » handling online business visa for employees travelling to Switzerland for trainings and workshops

Interview Coordinator (09/2014 - 04/2016)

- » organization of complex job interviews with candidates for US and Switzerland based positions according to HR Business Partners and Hiring Managers requirements (in person, Skype, Telepresence across different time zones)
- » handling of reimbursement process of interview travel expenses in close collaboration with accounting department
- » posting of open job positions on LinkedIn and Swiss job portals
- » involved in transition of HR activities from Switzerland to SSC Bratislava and the respective training

01/2012 - 07/2016

## **Hiring coordinator**

Zameranie spoločnosti:

*Activities of employment placement agencies*

- » coordination of hiring activities of temporary assigned agency employees in IBM (interview and on-boarding process)
- » main contact point for IBM hiring managers regarding hiring needs and process (ensuring the correct processes, feedback on candidates, approval process)
- » preparation of the contractual documentation for assigned new joiners - EU citizens including their adaptation support (health insurance



application, bank account set up, foreign police registration)

- » organization of health and security training, co-organization and participation in new entrants training for new joiners
- » handling invitation letters agenda for employees from third countries visiting workshops in IBM Slovakia (Schengen business visa)

10/2011 - 12/2011

### **Trainee**

Zameranie spoločnosti:

*A center for women*

- » internship in NGO - a center for women from disadvantaged environment
- » support in preparation and realization of various trainings and workshops in the center (health courses for pregnant women, healthy lifestyle workshops, PC skills for seniors)
- » designing and updating marketing materials, website maintenance

## **Vzdelanie / Education**

2006 - 2011

### **University**

Master degree: Psychology