

## HR Employee Relations Specialist

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Company: Bechtel Corporation

Location: Warsaw

Category: business-and-financial-operations

### Overview

The HR Operations Specialist is responsible for supporting the full range of activities that touch the employee life cycle in Poland. This includes prehire, staffing, onboarding, transfer of personnel, employee relations, employee engagement and offboarding.

Provides assistance in the development and implementation of Human Resources (HR) plans and supports employee relations and employee concerns. Typically performs projects and activities that require a sound, broad knowledge of HR principles and practices. The HR Operations specialist reports to the Poland AP1000 Project HR Manager.

Leads employee relations and employee concerns investigations, working effectively with ethics & compliance, legal counsel and Project HR manager.

Oversees project staffing activities including SmartStaff data management activities.

Collects, assembles, and analyzes data for reports and metrics on HR processes and programs.

Provides guidance and interpretation of human resources policies, programs and processes to ensure consistent application.

Assists with annual HR processes including, performance management, compensation planning, workforce ranking, talent management reviews and assignment completion process.

Assists with responses to customer and corporate requests for data and process audits.

Provides leadership to direct development opportunities, sets performance management goals and assigns work.

### **Qualifications and Skills:**

**Basic Qualifications** Bachelor's Degree in Human Resources or related field with a minimum of 5 years HR work experience in Poland Experience handling employee investigations and developing performance improvement plans Proven ability to exercise a high degree of individual initiative, discretion and judgment as well as the ability to work collaboratively with others and effectively under pressure with changing priorities and deadlines. Understanding and demonstrated experience with Polish labor law

Prior experience in interpretation and implementation of Human Resources policies Detail-oriented, organized, flexible and able to work effectively at all levels of the organization Experience managing numerous Human Resource processes Demonstrated ability to work independently and maintain a high level of confidentiality.

Native Polish written language and presentation Strong interpersonal and communication skills in English. Demonstrated experience in Microsoft suite of packages, (Outlook, Word, Excel, Powerpoint, Teams)

**Preferred Qualifications** SPHR or PHR Certification or Equivalent HR diploma Strong familiarity with GDPR requirements

### **Job Duties & Responsibilities**

Receives incoming employee relations inquiries, makes initial assessment, conducts investigations

Provides consultation and advice to managers on a variety of employee relations and human resource issues, including performance management, attendance, progressive discipline, ethical/privacy or harassment concerns, and conflict resolution with the ability to bring forward concerns as appropriate to the project Human Resources Manager for issue resolution

Efficiently resolves basic employee relations complaints, concerns, and allegations

Responsible for the maintenance of all employee files and records, in alignment with

statutory requirements

Management of the project staffing plan in Smartstaff, ensuring data accuracy and alignment with the approved Project Controls staffing plan. This will involve regular engagement with functional managers and Project hiring managers

New hire onboarding, including the preparation of documentation for pre-hire medicals, employment contact preparation and personnel file administration, in accordance with Polish statutory law.

Supporting International assignee onboarding and offboarding

Working with the HR manager on employee engagement activities and events management

Offboarding of personnel, including the preparation of certificates required under statutory law

Demonstrated experience working collaboratively with a team and providing support as needed

Other duties, as assigned

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