

## HR Manager

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Company: Matthews International

Location: Tarnowo Podgórze

Category: other-general

### POSITION SUMMARY

We are recruiting for an HR Manager to support our team in Poland.

You will be fluent in Polish and English and be responsible for the development, implementation, coordination and administration of all major human resource programs and functions at the organisation, including recruitment, employee relations and engagement, wage and salary administration, performance appraisal process, training and development in conjunction with supervisors, benefits administration, safety and employee services.

### JOB RESPONSIBILITIES

- Assume management responsibility for assigned services and activities of the Human Resources Division including recruitment, selection, classification, compensation, workers compensation, employee benefits administration, employee relations, training and compliance.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for human resources staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Plans, directs, and coordinates activities of employee(s) to ensure goals or objectives are

accomplished. Mentors, coaches, trains and develops team.

## **QUALIFICATIONS / REQUIREMENTS**

- Bachelor's Degree in Human Resources or related field.
- Advanced degree (MBA, Master's) preferred.
- 8+ years progressive human resources experience.
- 5+ years in a leadership role.
- Periodic travel either locally, nationally, and/or internationally may be required.
- High degree of proficiency in MS Office Suite, Outlook & Internet applications.
- Strong analytical, prioritizing, interpersonal, problem-solving, presentation, budgeting, project management (from conception to completion), & planning skills.
- Strong verbal and written communication skills (including analysis, interpretation, & reasoning).
- Solid understanding and application of mathematical concepts.
- Ability to develop and maintain collaborative relationships with peers and colleagues across the organization, as well as, internal and external clients.
- Ability to work well autonomously and within a team in a fast-paced and deadline-oriented environment.
- Ability to work with and influence peers and management.
- Self-motivated with critical attention to detail, deadlines and reporting.

#LI-CW1

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