

## HR & Payroll Specialist with Slovak

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Company: Devire

Location: Poznań

Category: office-and-administrative-support

## HR & Payroll Specialist with Slovak

Miejsce pracy: Poznań

### Recruitment for

We are looking for HR & Payroll Specialist for SSC of an international Comany.

The headquarters is located in Poznań, but you can work on hybrid mode or fully remote from Poland.

You will be a member of the new HR team dedicated to Slovak market, so we are looking for candidates with certain knowledge.

### Your responsibilities

Providing operational support to HR throughout the employee lifecycle, maintaining consistency in the interpretation of policies.

Acting as the first point of contact for employee and manager inquiries, resolving issues through various communication channels.

Adminstrating all HR events from A to Z, including hiring, transferring, promotion, and firing processes. Creating and managing employment contracts and related documentation.

Coordinating the monthly payroll process with external partners, ensuring accuracy and compliance.

Conducting regular HR data audits and providing standard HR reports.

## **Employer requirements**

Slovak language proficiency (B2/C1)

English at a communicative level (min. B1)

Knowledge of SAP, Successfactors, Workday tools is an advantage

2 years of experience working in the HR area and solid understanding of Slovak employment legislation and GDPR would be an asset.

## **What employer offers**

Contract for an indefinite period of time from day one

Possibility of hybrid or remote work – to be determined individually

Attractive bonus system

Great development opportunities (new team)

Attractive salary depending on skills and experience

## **Devire**

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