

# Poland Jobs Expertini®

## HR Specialist

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Company: Helmes

Location: Poland

Category: business-and-financial-operations

Deadline 15.04.2024

Helmes Poland is seeking a HR Specialist to join our Admin team. We believe that HR specialist is a the very heart of organization. We are seeking someone who has great attention to detail, is positive and open-minded, master of multitasking and on top of everything has great communication skills. If you feel like supporting Helmes core business and operations with innovative office maintenance and process improvement – this might be something for you.

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### **We are looking for:**

2-3 years of similar professional experience in the field

**Native Polish and good English language skills (B2+ written and spoken)**

**Willingness to be in the office daily, if needed**

**Knowledge of Polish labor Law**

**Hands-on experience with MS Office (excel, word etc.)**

**Knowledge of employment legalization is a plus**

Good organizational and prioritization skills

Positive and welcoming attitude toward people

Good communication and interpersonal skills

### **You will be doing**

Close cooperation with the HR Manager with everyday duties

Support different other admin tasks related to local HR and IT services

Help with organization in-house and off-site activities: teambuilding, parties, celebrations, and conferences.

Help with onboarding to the country for relocated people

Organize and manage the office equipment like welcome packages for newcomers, laptops or upcoming parcels

Provide general support to new employees and visitors

Coordination of employment process (documental part)

Manage cooperation with our office provider's health insurance, sports companies etc.

Support and update the HR system (Bamboo) with the necessary information

Support Helmes business and operations with smart and sustainable office solutions

### **What is in it for you?**

Great opportunity for professional growth

Autonomy and the possibility of working independently

Work in an international environment and supportive colleagues

Contract of employment

Office located in the heart of city center 4 minutes from metro Nowy Świat –  
Uniewersytet and Świętokrzyska

Health insurance

Sports and glasses compensation

Corporate events& gifts for significant life events

Work, life & balance

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Ready to elevate your HR career with us? Apply now and let's build something amazing together!

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