

Junior HR Specialist

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Company: CAPCO

Location: Poland

Category: business-and-financial-operations

Junior HR Specialist

at Capco Poland

CAPCO POLAND

Capco is a global technology and management consultancy specializing in driving digital transformation across the financial services industry. We are passionate about helping our clients succeed in an ever-changing industry.

Joining Capco means joining an organisation that is committed to an inclusive working environment where you're encouraged to #BeYourselfAtWork. We celebrate individuality and recognize that diversity and inclusion, in all forms, is critical to success. It's important to us that we recruit and develop as diverse a range of talent as we can and we believe that everyone brings something different to the table – so we'd love to know what makes you different.

Such differences may mean we need to make changes to our process to allow you the best possible platform to succeed, and we are happy to cater to any reasonable adjustments you may require. You will find the section to let us know of these at the bottom of your application form or you can mention it directly to your recruiter at any stage and they will be happy to help.

We also are:

Experts in banking and payments, capital markets, wealth and asset management

Focused on maintaining our nimble, agile, and entrepreneurial culture

Committed to growing our business and hiring the best talent to help us get there

THINGS YOU WILL DO:

Coordinating the HR document workflow, including assisting with document compilation and verifying accuracy.

Scheduling and facilitate smooth new hire onboarding processes.

Maintaining employee and contractor files, calculate vacation leaves, and ensure compliance with medical certificates and safety training.

Assisting with payroll services and benefits administration.

Providing support to Senior HR Generalist.

Your typical tasks will include preparing personal documentation, keeping employees' and contractors' files, calculating vacation leaves, checking the validity of medical certificates and occupational health and safety training courses, entering employee data into the internal system, preparing reports and HR statements.

SKILLS & EXPERIENCES YOU NEED TO GET THE JOB DONE:

University degree (or in progress) in Economics, Human Resource Management, or related field.

At least one year of previous experience in the field of personnel administration.

Basic knowledge of labor law, social insurance, and personal income tax regulations.

Proficiency in MS Office Suite.

Good command of English (at least B2 level).

Proactive with strong organizational and time management skills.

High attention to detail and reliability.

Completion of HR and payroll courses would be an advantage.

WHY JOIN CAPCO?

Employment contract

Possibility to work remotely (3 days office / 2 days home office)

Speaking English on daily basis, mainly in contact with foreign stakeholders and peers

Multiple employee benefits packages (MyBenefit Cafeteria, private medical care, life insurance)

Access to 3.+ Business Courses Platform (Udemy)

Access to required IT equipment

Paid Referral Program

Ongoing learning opportunities to help you acquire new skills or deepen existing expertise

Being part of the core squad focused on the growth of the Polish business unit

A flat, non-hierarchical structure that will enable you to work with senior partners and directly with clients

A work culture focused on innovation and creating lasting value for our clients and employees

Sounds interesting? Please apply with your updated CV in English.

**** RECRUITMENT PROCESS STEPS****

Screening call with the Recruiter.

Interview with Capco Hiring Manager.

Culture Fit with Head of HR.

Feedback/Offer.

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