

# Poland Jobs Expertini®

## Sr HR Generalist (m/f/d)

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Company: W. R. Grace & Co.

Location: Poznań

Category: office-and-administrative-support

### Requisition ID: 23025

Built on talent, technology, and trust, Grace is a leading global supplier of catalysts and engineered materials. The company's two industry-leading business segments—Catalysts Technologies and Materials Technologies—provide innovative products, technologies, and services that enhance the products and processes of our customers around the world. Grace employs approximately 4,300 people in over 30 countries.

### Job Description

The Senior HR Generalist will be responsible to lead and drive the HR activities in Poland, Belgium, France, Netherlands, Slovakia, and UK. The position will be the first point of contact for client groups in the areas of employee relations and general HR questions related to Talent, Compensation, Benefits and HR processes. This individual will support key HR processes such as performance management, new hire orientation, employee engagement activities, training and communications. The position will ensure effective delivery of HR core processes and compliance with relevant company guidelines, policies and practices.

### Responsibilities

Provides HR Business Partnering and consulting to management based on the understanding of the GRACE policies and the business needs on all strategic and operational personnel-related issues. This includes, but is not limited to recruitment,

performance management, talent management, working time models, employment law, disciplinary actions, and terminations.

Develops and executes an HR plan aligned with business objectives to include org design, workforce planning, succession planning, talent acquisition and management, goal alignment and communications.

Responsible for the timely and correct implementation of administrative personnel measures in the HR IT system (new hires, transfers, salary changes), as well as creation of relevant documents (incl. employment contracts, contract changes / amendments) and other HR-measures.

Pro-actively analyze and set-up of highly efficient HR processes in order to ensure a high performance- and engagement level.

Collaborates with other HR departments, including the European payroll and benefit team; HR Managers responsible for Functions and Businesses, as well as with HR colleagues from Corporate Center of Expertise.

Provide support or direction to employees in various HR-related topics.

### **Required Qualifications**

Bachelor's degree in Business Administration, Human Resource Management, or a related field

At least 5 years of human resource management experience in an international company, preferably with end-to-end HR process responsibility.

Extensive and detailed knowledge of Polish labor law; knowledge and experience in labor law of other European countries (e.g. France or Belgium) would be a plus

Strong analytic and problem-solving skills.

Team-oriented personality with a proven support- and hands-on mentality.

Excellent verbal and written communication skills in German and English language.

Expert knowledge in HR processes in HR administration in a state-of-the-art HR IT and shared service center structures.

### **Preferred Qualifications**

Experience working with Head Quarters in the United States

Fluent in French

### **Benefits**

Annual bonus

Remote work policy

Premium Medical Insurance (for employee & family members)

Life Insurance (for employee & family members)

Sports Card (Fit&More Package offers swimming pools, 4500+ sport-recreational facilities all over the country)

Language Courses

Grace is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at Grace via email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of Grace. No fee will be paid in the event the candidate is hired by Grace as a result of the referral or through other means.

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