

Join us!

HR & People Projects Specialist

Location: Dobra, Polska



We are looking for a talented HR & People Projects Specialist to join our ambitious team in Poland.

Your responsibilities:

- » **Lead HR initiatives:** Take ownership of key HR processes at the country level, especially in recruitment, onboarding, and employee development.
- » **Innovate and implement projects:** Collaborate with international teams to design and implement HR projects related to employee engagement, compensation and benefits, and process improvements. Your ideas will help shape our HR strategies and make a global impact.
- » **Enhance internal communication:** Manage internal communications across multiple channels, ensuring that our team is informed, engaged, and aligned with our organizational goals.
- » **Drive process excellence:** Be a catalyst for change by recommending and implementing process improvements that enhance efficiency and elevate our HR operations.
- » **Promote our employer brand:** Drive company's internal initiatives and employer branding activities that highlight Noratel as a good employer and attract talents to our team.
- » **Collaborate with leaders:** Work closely with our local leadership team to maintain and improve employee processes, ensuring a positive and productive work environment.
- » **Oversee employee documentation and assist with payroll processes:** Manage all employee documentation, including medical exams, in collaboration with the payroll specialist, while also providing support to ensure accurate and timely payroll administration.
- » **Prepare essential reports:** Generate and analyze reports for internal and external stakeholders, providing insights that support informed decision-making.
- » **Support employment of foreigners:** Handle documentation for the legalization and employment of foreign workers throughout their employment period.

Our requirements:

- » **Educational background:** A bachelor's degree in human resource management, project management, or a related field.
- » **Professional experience:** We seek candidates with a minimum of 2 years of experience in a similar role within an international company.
- » **Language proficiency:** Native-level proficiency in Polish and fluency in English are essential for effective communication in our diverse workplace.
- » **Technical skills:** Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- » **Organizational skills:** Strong prioritization and organizational skills.
- » **Communication skills:** Excellent verbal and written communication skills are critical for engaging effectively with colleagues and stakeholders.
- » **Independence and initiative:** We value candidates who can work independently, show initiative, and engage without constant supervision.

What we offer:

- » **Global collaboration opportunities:** At Noratel, we are One Noratel Team working globally across four continents. You'll have access to ongoing initiatives and projects collaborating with global teams within our dynamic organization.
- » **Inclusive work environment:** Join a multicultural and inclusive team where diversity is celebrated and your contributions are valued.
- » **Impactful work:** Your role as a HR & People Projects Specialist will directly contribute to shaping the future of our organization, making a meaningful impact every day.
- » **Supportive culture:** Experience a supportive and collaborative work environment where your ideas are encouraged and can be implemented globally.
- » **Employee benefits:** Beyond these opportunities, you will be able to enjoy a range of benefits, including:
 - » Prepaid holiday vouchers,
 - » Subsidized lunches and on-site canteen,
 - » Holiday co-financing,
 - » Sports card co-financing,
 - » Comprehensive medical care for you and your family,
 - » Group insurance,
 - » Free on-site parking,
 - » Employee referral program,
 - » Employee capital plans,
 - » A positive and supportive atmosphere with no dress code.

About us:

Noratel was established in 1925 and is servicing the industry worldwide, evolving to meet the everchanging demands of our customers. Today we are a leading global provider, proud to offer the most comprehensive range of transformers, reactors, and power supplies. Besides a comprehensive standard range product portfolio, the majority of Noratel production is dedicated to custom design and manufacturing to meet the requirements of OEM customers. Noratel employs 2000+ people across 13 countries in Europe, Asia, and North America.

Join the Noratel Poland team and together, let's create solutions for customers around the world!

Employment Type:

- » Full-time, factory-based position under an employment contract, with the flexibility for partial remote work.

Sounds interesting? Please send your application

by 31/08/2024 to hr.pl@noratel.com.

Join us today!