



HR SPECIALIST

Do you want to join the global drive towards electrification?

Noratel is a global manufacturer of transformers, reactors, and power supplies. 90% of products and solutions are bespoke. Our vision is to become the leading strategic partner of high-class solutions for electrical transformation worldwide by delivering outstanding quality, service, competitiveness, and innovation that will help our customers succeed in their markets.

We are looking for an experienced and talented **HR Specialist** to join our dynamic and ambitious team in Poland.

Responsibilities:

- Support HR processes connected to the employee life cycle in the organization (hire, change jobs, termination and other processes) and manage employee data in the systems.
- Co-creation and implementation of HR initiatives related to Engagement, Compensation and Benefits, Process improvement, Employees Development and other HR projects.
- Take the initiative and search for new opportunities to improve our culture, policies, procedures, and hiring strategies.
- Identify the company's hiring needs and manage the recruitment process to ensure it runs smoothly.
- Coordinating the onboarding process for new employees.
- Co-creation and implementation of EB activities.
- Cooperate with colleagues in other teams to find solutions to HR-related issues.

Qualifications:

- Bachelor's degree in human resource management, business administration, or a related field.
- 2 or more years of work experience in HR.
- Knowledge of human resources processes and prior data entry, payroll experience.
- Fluent English and communication skills.
- Good command of Microsoft Office tools.
- Strong prioritization and organizational skills.
- Ability to accomplish tasks and processes accurately and completely.
- Excellent communication skills.
- Capable of working independently without constant supervision.
- Experience in an International organization will be an asset.

Noratel can offer you:

- Knowledge of the Optima program.



Benefits:

- Funding for vacations.
- Vouchers for Christmas and Easter.
- Sports card for You and Your family.
- Group care.
- Medical care with a preferential price for You and Your family.

Working at Noratel Poland:

Noratel Sp. z o.o. is a company with 310 employees located in Dobra, Poland. Since our establishment in 1993 years, we have established ourselves as a leading provider in our market. We are proud to design and manufacture the most comprehensive range of transformers, reactors and power supplies. Noratel Poland serves group companies and customers in industries such as renewable energy, medical technology, industrial automation, motor drives, rail and eMobility. Noratel Poland is dedicated to creating an inclusive working environment that encompasses diversity and equal opportunities. In addition to competitive terms, you'll have the chance to develop your personal profile and career in an international environment. Our success will encompass the well-being of our existing and future employees and the minimization of our carbon footprint.

About Noratel Group:

Noratel was established in 1925 and is servicing the industry worldwide, evolving to meet the ever-changing 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 Europe, Asia and North America. The corporate headquarters is based in Drammen, Norway.

Specialist (mid/regular) Level

- Reporting to HR Manager

Employment Type

- Full-time

Location:

- Dobra, Poland

Application:

Please forward your job application to: Human Resources Department: jana.radzewicz@noratel.pl