

# HR Generalist

## What we are

We put emphasis on who you are, as well as your professional experience and intrinsic motivation. In line with our values and the company's entrepreneurial spirit, we will care about your safety, quality of work and career development. If you are looking for a stable job where you want to use your skills and make something of yourself, Viterra Czech s.r.o. in Ústí nad Labem is the right choice for you!

## Is it you we are looking for?

- Minimum 3 years HR experience within a multinational production company
- Minimum Bachelor's degree or its equivalent
- Proficiency level in MS Office (specifically Excel)
- Excellent English communication skills (written and verbal)
- Knowledge of labor code and related legal legislation
- Ability to maintain professionalism and confidentiality in all situations
- Ability to handle sensitive information in a confidential manner
- Positive attitude, resiliency, and the ability to produce high quality and volume at a fast pace
- Ability to work effectively and independently across organizational boundaries
- Attention to detail, problem solving and analytical skills

## What we expect from you?

- Be responsible for all aspect of the administration involved in the employee life cycle incl. procedures
- Gather required on-boarding and separation paperwork in line with local regulations and Company procedures and policies
- Manage employees' absence and coordinate submission of necessary documentation for payroll
- Coordinate relevant training programs
- Support the implementation and monitoring of performance evaluation programs
- Have a robust understanding and practical knowledge of Company processes and policies to advise employees and managers
- Run and create standard reporting (turnover, benefits, etc.)
- Support and advise on employee relations procedures e.g. grievances and disciplinaries. This could involve arranging meetings and taking notes.
- Advantage is if you have worked with the attendance system PWK

## What can you look forward to?

- Nice team and its know-how; possibility of Home Office (2 days HO / week)
- Trainings
- iPhone, laptop
- Refreshments at the workplace, company events
- Pension contribution after probationary period
- 60%meal allowance in the company canteen
- 1 week extra holiday

Starting date by agreement. First contract is closed for one year with option to prolong for indefinite period. Are you interested in the position we offer? Then do not hesitate and send us your CV both in Czech and English. Thank you.

[HR GENERALIST – Viterra Czech s.r.o. \(jobs.cz\)](https://jobs.viterra.cz)