



## HR Operations Lead (2 year contract)

We launched an internal and external recruitment & selection process for the position of **HR Operations Lead**, reporting full line to **HR Manager Commercial Operations**.

### Key accountabilities:

- Coordination of payroll and personal admin processes;
- Manage the relationship with Payroll & Personal Admin provider & temporary agencies;
- Coordination of HR Operations team for Romania;
- Single point of contact in HR for audits;
- HR reporting & analytics: headcount, turnover, absenteeism, gender balance, holidays accruals, bonus accruals, overtime etc.
- HR budgeting: preparation of salary budget files, validation with HRM and data submission to Finance;
- Compensation & Benefits: maps annually or on request the salaries in the organization in relation to the data from salary studies, offers support on request to HRBP / recruiters for the preparation of employment offers; supervises the integration and the way of working between the benefit providers and the PYPVA provider;
- HRIS data management: expertise on generating reports, involvement in the development of the application, proposes new functionalities that could streamline HR processes for Group partners;
- Continuous improvement approach in the processes you coordinate and implement efficiency/improvement solutions.

### Job requirements:

- Education: University degree
- Experience: At least 3 years experience in a similar position (Payroll, HR controlling, HR coordination);
- Knowledge:
  - In-depth knowledge of HR processes: payroll, personal admin, HR budgeting & reporting, Comp & Ben;
  - Demonstrates good English language skills;
  - Advanced knowledge of MS Word, MS Excel, MS PowerPoint, MS Outlook;
- Skills & characteristics:
  - Strong communication skills;





- Budgeting skills;
- Automatization& optimization mind set;
- Capable to build relationships across departments and functions;
- Highly focused and drives to set for him/herself ambitious objectives;
- Integrity, tenacity and adaptability in complex situations and an often changing environment; able to handle pressure and commit to and respect deadlines;
- Ability to constantly self-challenge and challenge others in a constructive way;
- Quick to analyses and take action;
- Capacity to perform highly both individually and within a team.

Please send your application or recommendations to [cariereromania@zentiva.com](mailto:cariereromania@zentiva.com) until **25<sup>th</sup> of February 2021 included**.

