

HR Administrator with DUTCH AND ENGLISH

Our client is a leading international manufacturing company. For their branch located in Brno, REED is currently searching for a motivated and capable person to cover the position of a HR Administrator with ENGLISH & DUTCH.

If you have an interest in HR/ Administration field and want to develop your career within a multicultural environment, do not hesitate to apply for this opportunity!

As the HR Administrator, you will be responsible for administrative support of HR processes for an internal client in abroad.

YOUR MAIN TASKS WILL INCLUDE:

- Administration of HR agenda related to - new comers, amendments and termination of working contract , etc.
- Data entry - usage of HR Oracle and ensuring that the data are correct for reporting
- Updates of data in various HR databases
- Ensure HR documents according to a specific country requirements
- Usage of templates and process according to company instructions
- Preparation of KPI's reports (weekly, monthly, annual etc.); a productivity evaluation
- Support of related HR projects

YOUR PROFILE:

- Fluency in DUTCH and ENGLISH
- Advanced PC user (Microsoft Office - Word, Excel and PowerPoint)
- Knowledge of Czech is a plus
- Experience from customer service, administration or HR department is an advantage
- Work precisely, orientation to details and data correctness
- Ability to prioritise and organize the work effectively so that all deadlines are met
- Client oriented person

OUR CLIENT OFFERS:

- Attractive salary
- System of company benefits: 5 weeks vacation, contribution to pension/ life insurance, lunch vouchers, etc.
- Internal and external trainings
- Possibility to build a professional career in a successful multinational company

Starting date: ASAP

In case of interest, please don't hesitate to send me your English CV at martina.glogarova@reedglobal.com

You can also contact me via LinkedIn: [cz.linkedin.com/in/martinaglogarova/](https://www.linkedin.com/in/martinaglogarova/)

The selected candidates will be contacted within 2 weeks from received application. By answering to this advertisement or sending your CV and other personal materials, you consent to the collecting, processing and storage of your personal data in accordance with Act No. 101/2000 Coll. Privacy.