

Join a global management consulting, technology services and outsourcing company, with approximately 310,000 people serving clients in more than 130 countries.

Accenture's Services workforce is a dedicated team of specialists who work on outsourcing projects for clients from different countries. These are long-term partnerships with clients for whom we manage and provide specialized business operations, such as finance and accounting, IT, applications development and maintenance, and HR. Currently we are looking for talented people to join our team in Prague as a:

## Junior HR Generalist (Dutch and English) – PRAGUE Location

**Do you speak fluent/native Dutch and English? Are you interested in working in international environment within Human Resources and administration? Would you like to be in a contact with clients/employees on everyday basis? If yes, you're the candidate we're looking for.**

**Accenture Prague Regional Delivery Centre seeks a motivated candidate who would like to gain new experience in HR area and develop his/her skills in a team of young professionals.**

Junior HR Generalist processes transactions for relevant business processes in various systems and tracking tools. He/she demonstrates knowledge of processes and related systems in order to effectively perform their responsibilities. He/she also solves problems by precedent and reference detailed instructions and procedural documents, escalating issues and seeking advice when faced with complex issues and problems.

### Responsibilities

- Participate in process improvement initiatives or special projects as assigned.
- Engage in issue resolution procedures and follow escalation processes.
- Update and maintain various systems/tools per standard process documentation which may include:
  - Execute transactions
  - With minimal direction, enter data and retrieve information from group specific system
  - Audit own data entry for accuracy & make needed corrections
  - Conduct data verification
- Respond to various requests for information, as needed. Escalate to supervisor as appropriate.
- File, archive and retrieve documents (paper-based and electronic) using filing standards.
- Produce standard correspondence by following existing templates. Adhere to client formatting and quality standards.
- Executes other tasks as assigned by supervisor.
- Deliver client satisfaction through accurate delivery and demonstration of ownership.
- May support in the training/education of new and/or more junior team members on operation procedures & policies.

### Requirements

- Higher education required;
- Start: August/September 2015
- Fluent Dutch and English.
- Organization skills, attention to detail and follow through to resolve any outstanding issues.
- Time management and administrative skills.
- Discretion, professionalism, confidentiality and judgment.
- Computer literacy and working knowledge of Microsoft Office.
- Team player with interpersonal skills.
- Problem Solving & Escalation Management

### Our offer

- Develop yourself in a dynamic international environment and create valuable international work experience;
- Live and work in Europe's most beautiful city;

- Competitive local salary and wide range of benefits (meal and wellness coupons, 5 weeks of holiday, health insurance and bonus schemes, sick days, referral bonus, discount cards, language academy, etc.);
- Professional growth based on performance;
- Endless possibilities to grow via our outstanding training curriculum.

### **How to apply?**

To apply, please send your CV in English together with cover letter to [jana.kosvancova@accenture.com](mailto:jana.kosvancova@accenture.com). Your application will be reviewed against our requirements and we will be in touch shortly to provide you with an update on the status of your application.