

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 Specialist (Dutch and English) – PRAGUE Location

Do you speak fluent/native Dutch and English? Are you interested to launch your career in Human Resources and gain experience in an international company?

Our client (UNILEVER) is one of the biggest companies within the sector of Fast Moving Consumer Goods.

Come join our team of young professionals within Accenture Regional Delivery Centre in Prague.

As a Junior HR specialist you are in direct and indirect contact (phone & email) with the client (client's employees, HR community, alumni's etc.) and you take care of advisory and HR administrative transactional activities in the areas of payroll, recruitment, contracts, personnel documentation etc.

Responsibilities

- Advise the client on various issues concerning HR policies and processes;
- Perform data look up as well as data entry in various HR administration systems and tracking tools;
- Create official HR documents (employment contracts, exit documents, references etc.);
- Provide feedback for process improvements;
- Support other team members by knowledge sharing;
- Ensure the highest quality of work;
- Actively participate in various projects and additional tasks as assigned by your supervisor;
- Perform ad hoc tasks when necessary.

Requirements

- Higher education required;
- **Start: August/September 2015**
- Fluent level of Dutch and English;
- Active team player;
- Strong computer skills (ability to learn and use efficiently various systems);
- Ability to analyze and solve complex issues;
- Excellent client and customer focus;
- Strong communication and interpersonal skills;
- Enthusiastic, positive attitude and good working spirit;

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. 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.