



announces following job vacancy

## **HR Generalist – Compensation and Benefits**

**Department: HR**

**Reporting to: Reward & HR Operations Manager**

**Location: Head Office**

### **Responsibilities:**

- Manages SAP and any other databases, ensuring all data is accurate and updated regularly
- Provide reliable, accurate and timely execution on Organizational Management processes in line with service delivery standards
- Regularly update and communicate PM materials to HRBPs and company employees
- Administer and monitor employee benefits schemes (monthly reports and Ursus portal updates)
- Advisory support for employees regarding company benefits
- Support for HR Business Partners and specialists on HR Reward projects
- Effective diagnoses and translation of requests for information and delivery of ad hoc reports to HR business partners or other key stakeholders as requested
- Data administration for Performance Management

### **Requirements:**

- Faculty degree
- Foreign languages: Fully proficient in English speaking and writing
- PC knowledge: MS Office
- Interested in a career in HR and potential to develop into other roles in the business
- Demonstrates integrity in all business interactions
- Effective team player
- Capacity to work under tight deadlines
- Assuming responsibility
- Pro-activeness

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**Deadline:** october 31st