

HR and Administration Manager

Service Center

Bucharest

Our client – a powerful European group with global activities - is creating a local affiliate in Romania with the objective of providing simplification, added value and a better customer service to its internal clients. On its behalf, we are looking for a **HUMAN RESOURCES and ADMINISTRATION MANAGER**, willing to contribute energetically to the overall design and management of this service center's HR and Administration processes. As part of the management team, you will be providing HR solutions from both strategic and operational level regarding employer branding, recruiting, on-boarding, training, retaining and managing payroll and administration.

Role & Responsibilities:

Develops and Manages Compensation & Benefits / Payroll & Administration

- Creates / Proposes, develops and maintains compensation and benefits processes
- Recommends, defines, implements and maintains HR policies and procedures
- Supervises the administration and payroll, ensuring full legal and social compliance
- Maintains and updates the organizational structure and job descriptions / requirements for all positions.
- Leads the performance appraisal and management process.

Manages Recruitment process

- Drives end-to-end lifecycle for engaging the best talent pool
- Develops and implements local sourcing and retention programs
- Ensures the organization is adequately staffed according to operational requirements by recruiting, selecting and deploying competent employees (on-boarding, training, assigning and following-up on work results).

Promotes a strong and consistent company employer brand

- Develops together with the management team members a positive working environment
- Enhances the internal communication between employees
- Defines and implements within the Group guidelines the external communication (social media).

Develops and implements Training process in close relationships with Business Excellence teams

- Identifies training needs across levels and accelerate high potential development;
- Prepares employees for assignments by establishing and conducting orientation and training programs;
- Manages the on-boarding process and ensures managers are equipped to drive performance & engagement.
- Manages and animates the HR & Administration team.

Desired experience & skills:

- 10 years of relevant HR experience with at least 5 years' experience in managerial positions, including start-ups in shared servicing center sector; deep knowledge in HR processes, practices and principles as well as in legal and social compliance.
- Excellent communication skills (written and spoken); English proficiency is a must.
- Ability to work independently and in a team; eager to work in a lean and fast paced start-up environment
- Very good communicational and interpersonal abilities (open-minded); strong analytic and synthetic competences;
- Problem solving, multi-tasks, results and quality driven;
- Solid PC skills: Microsoft Office applications, HR and payroll applications.

BPI group is a global management and human resources consulting firm, providing solutions that span the talent management lifecycle, including: Talent acquisition, development & motivation, successful change management, reorganization, restructuring and outplacement. We are operating on the Romanian market since 1996, providing solutions adapted to the Romanian context doubled by international expertise.

To apply, send your resume to gabriel.dascalu@bpi-group.com. Only eligible candidates will be contacted. All applications will be treated in complete confidentiality.