Start something big today. Apply as

Group Leader Payroll & HR Admin

HRL/GL

CljP

Welcome to a place where your ideas lead to something big. Welcome to Bosch. Women and men of all ages, from various cultures, with different ways of working: all of them enrich our company daily with their strengths and experiences and thus shape the thinking, leadership culture, and working environment at Bosch. By doing so, they are driven by one common goal: improving people's quality of life. This diversity is what makes us strong. **Make it happen.**

Your contribution to something big

▶ Payroll & HR Admin team coordination
▶ HR admin coordination, planning and improvement
▶ Payroll coordination and checking
▶ Coordination of reports & deadlines on group level; audits & escalation representation
▶ Involvement in improvement processes
▶ Involvement in projects with other departments / roles
▶ Counseling HR Manager and leaders on legal aspects, support in creating and implement labor documentation (union relationship, collective agreements, internal regulations)
▶ Reports & analysis (Fulfills periodical / ad-hoc reports for the management team and / or other internal customers based on the requests.)

What distinguishes you

▶ Expert on legal aspects of Romanian Labour Code
▶ Knowledge of Romanian payroll process and capacity to check the implementation of the process
▶ Knowledge about and overview capacity for HR Admin activities
▶ Experience in leading a team, setting and evaluating annual objectives, providing feed-back and motivating a team
▶ Interest for the payroll & HR Admin area, interest for involvement in different projects related to this area
▶ Representation capacity of the Payroll & HR Admin group on department and Plant level
▶ Good knowledge of English; German would be an advantage
▶ Good PC operating skills (mainly MS Office); working proficiency in at least one known payroll system
▶ At least 3 years work experience in relevant areas to Payroll & HR Admin
▶ Good communication & negotiation skills

Make it happen.
Apply online: www.bosch-career.ro, tel: 0726 114 368