

Stein & Partner is looking for **HR Director with International Experience**

Our client is active in the industrial field serving customers in different sectors. The position is based in Bucharest.

Main Accountabilities

- Defining the HR strategy to serve the company's strategy
- Supporting actively the company's change process
- Initiating and developing a talent pool as well as career, mobility and succession planning
- Ensuring compliance with Romanian law and legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions
- Being the right and strong partner in communicating and negotiating with employee alliances having thousands of people
- Overseeing, refining and executing employee standards and procedures; using and improving existing HR systems and processes as well as recommending alternatives
- Establishing recruitment strategies and Employer Branding campaigns
- Updating job knowledge by participating in conferences and educational opportunities; maintaining personal networks; participating in professional organizations
- Maintaining and enhancing employee benefits programs including compensation, health insurance, expenses, vacation and other personnel packages
- Assisting with recruitment efforts and preparing employees for assignments by establishing and conducting orientation and training programs
- Planning, monitoring and appraising HR activities by scheduling management conferences with employees, hearing and resolving employee grievances, training managers to coach and discipline employees, and counseling employees and supervisors
- Maintaining management guidelines by preparing, updating and recommending HR policies and procedures
- Handling confidential matters with discretion

Professional Skills

- University degree (Human Resources, Business Administration or related)
- HR experience abroad or/and in a multi-national company
- Previous experience in change processes would be excellent
- Be a strong leader and show people management skills
- General awareness of the business environment
- Excellent communication and negotiation skills at all levels national and international
- Good planning, organizing and follow-up skills
- Native/Fluent in Romanian & English
- Familiarity with HR software and working knowledge of MS Office

Personality Profile

- **Strategic** and analytical mindset
- Ability to evaluate and make **decisions**
- **Appreciate** people
- **Eager** to achieve results
- Practical & hands-on attitude

- Open-minded and supportive approach
- Strong business development skills
- Active, highly motivated, with a lot of **energy**
- Ambitious, **self-confident** and convincing

Please send your CV to madalina.craiciu@steinandpartner.com by June 18th, 2019.