



We are currently looking for a passionate **HR Manager** to join our team in Bucharest (location Mogosoaia).

Requirements:

- 5+ years' experience as HR Manager in small and medium size companies (preferred production/operations environments);
- Leadership skills;
- Ability to foster healthy employee relations;
- Strong organizational, multi-tasking, and time-management skills;
- Excellent communication (written and oral) and interpersonal skills;
- Solid understanding of labour legislation;
- Conflict resolution;
- Coaching at all levels of organization.

Responsibilities

- Define strategies for human resources;
- Issue, update and continuous improvement of HR procedures and processes;
- Hiring and induction of new employees;
- Coordination of personnel administration and payroll activities;
- Monitor and support the annual personnel appraisal;
- Propose motivation and retention strategies;
- Issue training programs, select external training suppliers and keep track of internal and external training;
- Set up objectives and KPI's and track progress;
- Monitor HR metrics (e.g. turnover rates and cost-per-hire);
- Issue reports and analysis regarding personnel and costs;
- Key contact in case of audits and controls from state institutions;
- Conduct the negotiation of the Labour Collective Contract and update periodically the internal regulation, organization chart and HR procedures;
- Ensure compliance with employment-related laws.

Please send your resume to: **ro_resurseumane@ctdi.com**