

# HILL

Our customer is a dynamically developing company, one of the important players in the sector of construction and building materials trade as well as DIY chain of stores in Europe. Due to its continuous expansion of the business on the Romanian market, we are looking for our customer for an experienced candidate to fill the following position:

## HR MANAGER

### Personnel Administration & Payroll Manager Bucharest-based

#### Job description:

You will **coordinate** payroll, personnel administration, employee relations and benefits administration and you will ensure compliance with all applicable **labour laws** regarding employee-related actions and practices.

You will regularly **work with all levels of managers** to provide consultation on specific matters.

Creating and enforcing **procedures and policies for the coordinated areas** will be in your area of responsibility, as well as preparing and distributing regular and ad hoc **reports**.

You will identify opportunities and recommend **process improvements** to support efficiencies and accuracy of the coordinated activities.

You will have a **key role in system implementation projects** and processes mapping.

#### Job requirements:

For this role you have **min 4 years of relevant experience in a similar position** (in international environment), as well as **comprehensive knowledge of current labour laws**, practices and procedures.

Your ability to **identify, assess, and mitigate risk in all aspects of coordinated areas** is completed by your strong analytical skills and ability to analyze data.

You are able to support multiple concurrent projects and to **meet deadlines**; you are solutions-orientated and to **prioritize with efficiency**, having **excellent organizational and time management skills**.

You have **strong attention to detail with emphasis on accuracy and quality** and a **customer service driven attitude**.

You are **able to work independently and in a team**, with and without supervision and have **good English knowledge**.

If you are interested in this challenging opportunity and believe that you possess the matching set of experience and skills, please send, in full confidentiality, your CV and application letter in English.

**HILL International Romania**

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*Please note that only suitable candidates will be contacted for an interview.*



www.hill.ro

