

People Operations Specialist



Experience: Middle level

Location: Bucharest

Please apply here: <https://www.linkedin.com/jobs/view/2887487559>

This is a **People Operations Specialist** role and will suit candidates who are keen on developing and learning, with a positive and pro-active approach to work!

We are a team of skillful and passionate HR professionals, each focused on delivering quality work and growing in our areas of expertise. We cover all scope of HR. We are looking forward to meeting you, our new colleague, if you think the below described role is a good fit for you.

The People Operations Specialist covers the following areas of HR: employee and labor relations, onboarding, benefits administration, internship programs and support in the recruitment process.

Onboarding

- Conducts welcome process for new employees, including preparation and administration of employment contracts, as well as all hiring documents and personnel files.

Employee Relations

- Manages the employees' personnel files with all legally required documents
- Assist with all contractual changes required for employees, based on local legislation.
- Administers the employee time management platform

Employee Benefits

- Coordinates the implementation of the employee benefit programs

Offers support in Recruitment Activities

- Partners with recruitment team to understand business needs and assist in searching and hiring for future roles

Offers support in the Internship program

- Delivers hands-on support to the organization of the program and takes care of the contractual process and formalities

Offers support to the HR team in carrying out the Employee Engagement events

- Organizes charity activities at site level
- Supports with the organization of teambuilding activities

Our new colleague will preferably be someone who:

- Has previous working experience (3 yrs.) in an HR administrative or HR Generalist role
- Has experience with a range of HRIS
- Is a people-oriented person who can easily relate and offer support to our colleagues
- Is proficient in English (both written and verbal)
- Has good knowledge of MS Word, Excel, PowerPoint, and Outlook
- Assists with data analysis and processing, as needed
- Has the ability to address all HR issues with the utmost confidentiality and diligence

Personal Attributes:

- Pro-active and solution-seeker
- Demonstrates personal integrity, confidentiality, and professionalism
- Excellent interpersonal and communication skills
- Ability to work autonomously
- Seeks to learn and take on new challenges
- Excellent ability to remain focused on the priorities
- Analytical thinking with good care for details
- Loves cats and dogs 😊

Our Work Environment:

- Collaborative and open atmosphere
- Work from home/ hybrid policy
- Growth & learning opportunities

- Attractive and competitive benefit package

About us:

https://www.youtube.com/watch?v=CY5rpfZ_pZU

<https://www.youtube.com/watch?v=8A1GTq0xBI0>

Keysight is on the forefront of technology innovation, delivering breakthroughs and trusted insights to the world's visionaries and innovators in electronic design, test, manufacturing, and optimization. Our ~14,000 employees create world-class solutions in wireless communications, 5G, automotive, quantum, aerospace, defense, and semiconductor markets for customers in over 100 countries.

Our culture:

We're recognized as a **Great Place to Work** across the globe due to our robust culture and dynamic working environment. Our global team acts as "One Keysight," using collaboration, inclusivity, and integrity to advance technology. We're driven and curious, and we value all ideas, especially bold ones. And our strong culture extends far beyond our own walls. We leverage our corporate social responsibility framework to support our communities, nurture the next generation of engineers and promote environmental sustainability.

Our technical solutions – and our methods for creating them – help connect and secure the world. Learn more about what we do and how we do it!