

Informace o pozici

Společnost: KBC Czech Branch, o.s.

Adresa: Brno, Palachovo náměstí 2

Požadované jazyky: Angličtina (Základní)

Plat: 100 Kč/hodina

Zařazeno: HR

Typ pracovního poměru: Brigáda

Typ smluvního vztahu: dohoda o pracovní činnosti

Pozice je vhodná pro absolventy.

Pozice je vhodná pro na rodičovské dovolené



V případě zájmu o tuto brigádu kontaktujte níže uvedenou osobu, jako název e-mailu uveďte HR Assistant.

Martin Fajkoš

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Popis pozice

KBC Shared Services is a company that performs 'business administrative back end processes and activities' for several companies of the KBC – group worldwide.

Objectives of the job:

- administer HR-related documentation (includes archiving)
- distribution of meal vouchers, Flexi pass, Payslips
- assist in the recruitment process (job advertisements , update database of candidates...)
- assist with the administration of the day-to-day operations of the human resources functions
- dispatch messages in HR inbox
- organize training and development activities according instruction from responsible colleague
- ad hoc tasks of administrative nature

Specific requirements

- Positive and proactive approach + "Can – do" attitude;
- Very good knowledge of English (written and verbal) is necessary;
- PC skills on user level and good knowledge of Excel;
- Team working approach;
- Good adaptability to changes;
- Experience in international company is an advantage;
- Experience in recruitment area is an advantage;
- Experience in particular areas of HR is an advantage;

We offer

- Interesting work in prestigious international company with modern office in Brno;
- Possibility to use English on daily basis;
- Participation in internal HR processes;
- Teambuilding activities;
- Flexible working hours;
- Language, hard-skills and soft-skills courses;
- Special offers on bank products.

Selected candidates will be contacted for the personal interview in three weeks. If you will not be contacted by us, you were not selected for the personal interview or another candidate was preferred.