

## HR Generalist

The Cambridge International School (CIS) is seeking an enthusiastic, well organised, and detail-oriented new team member who will play a critical role in supporting our HR operations and ensuring the well-being and satisfaction of our employees.

**Some of the responsibilities include, but are not limited to:**

- HR administration including issuing all employment related documents (employment contracts, amendments, offer letters, confirmations, etc.)
- Maintain accurate employee files and records and ensure compliance with labour regulations
- Administer attendance system and provide attendance records and other necessary inputs to payroll
- Collaborate with finance and accounting team to ensure accurate and timely payroll processing
- Administer compensation and benefit plans and assist employees with inquiries and enrolment
- Support the recruitment process from the beginning to final job offer to candidate (sourcing, job posting, resume screening, interviews)
- Assist in relocation process of foreign employees
- Oversee employee onboarding and educate newly hired employees on HR policies, internal procedures and regulations
- Assist in development and implementation of human resource policies
- Promote HR programs to create an efficient and conflict-free workplace and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve promptly any issues that may arise
- Perform other HR related duties as required

**Employee perks, benefits**

- Excellent working environment and conditions in a friendly and highly progressive school
- Multisport card
- Refreshment (coffee, tee, fruit)
- Tasty, healthy and subsidized lunches in our school canteen
- Various CIS social events and activities

**Information about the selection process**

The application must be in ENGLISH.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Súkromná spojená škola

Cambridge International School

## **Requirements for the employee**

### **Candidates with education suit the position**

University education (Bachelor's degree)

University education (Master's degree)

### **Educational Specialization**

Human Resources

### **Language skills**

English - Advanced (C1) **and** Slovak - Proficiency (C2)

### **Other knowledge**

Microsoft Office 365 - Skillful

VEMA - Basic

### **Experience in the position/sector**

3

### **Number of years of experience**

5

### **Personality requirements and skills**

- Previous experience in the position of HR Operations or HR Generalist is a must
  - Good understanding of general human resources policies and procedures
  - Fluent in English language
  - Good level of PC skills (MS Office)
  - Great communication & organization skills
  - Creativity, team-work and responsibility with focus on effective solutions
  - Open-minded person with the capability to work flexibly in an intercultural environment
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