

HR COORDINATOR (substitute for project period)

Key responsibilities:

- Administers recruiting process
- Supports employee onboarding activities
- Supports employee learning & development opportunities, organizes local development events
- Manages employee training records
- Provides compensation & benefits support
- Supports local labour relations activity (e.g. union relationships process – preparation and management of meeting inputs and outputs including documentation/note taking)
- Supports local Talent Management and Succession Planning Processes
- 8.Supports HR engagement activities
- 9.Performs other line manager's tasks and assignments within the scope of responsibilities.

Qualifications:

- University degree or last year student with great results and passion for development
- Good PC knowledge (MS Office)
- High emotional intelligence and Interpersonal Savvy
- Planning, priority setting and problem solving skills
- Organizational, facilitation and training skills
- Fluent English

CV siųskite karjera@mdlz.com iki Balandžio 30d.

