



better work, better life

HR TEAM MEMBER

For our leading multinational client we are looking for candidates to start in the following position. Successful candidates will be the point of contact and source of information for many aspects of human resources. Employees, professionals and managers from around Europe may ask for assistance over the phone, via email, or through the internet-based chat programs. With its highly qualified and multilingual staff, the company provides back-office and call-center services in 19 different languages and in the following fields: Recruitment - from selection to hiring, Compensation and benefits, Workforce management, Assistance for employees on long-term assignment, Call center information and advisory, HR administration, Payroll, e-HR, Training and Education, Event Management.

Tasks:

- Providing info and data to the particular subsidiary that you are attached to
- Answering HR related questions
- Giving guidance and solving problems
- Communicate effectively to the customers on HR policy and processes, providing education where necessary
- Providing support to managers and employees on HR processes related to the area that you support
- Responsible for personal files
- Refer issues to the HR Specialist when unable to resolve personally
- Provide solution for employees' and management's complex HR queries using accurate, detailed and justified responses

Requirements:

- Fluent in English and other European language
- Team-spirit
- Customer service oriented, able to maintain high standards when under pressure
- Professional, friendly telephone manner
- Degree or some experience in the field of HR is a big advantage but not a requirement
- Organization skills and methodical approach are important as well as the ability to "multitask"
- Excellent communication and interpersonal skills

Location:

- Budapest

To apply

E-mail: ssc_hu@adecco.hu

Telephone: 061 3542160

URL: <http://www.adecco.hu>

FOR APPLYING PLEASE WRITE THE TITLE OF THE POSITION INTO THE SUBJECT OF THE EMAIL