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## Employee Operations Specialist – CEE Region

### Essential Responsibilities:

- Provide dedicated support to multiple HR Business Partners, managers and employees with specific focus on: employee administration, lifecycle management, transaction documentation and HR policies, regulations
- Provide employees and managers with an available first point of contact for CRM system (administrational ticketing system) and documentations
- Partner with HR Business Partners and Employee Resource Managers to execute HR related administrations
- Own key HR metrics and lead related HR processes including onboarding, offboarding, contract modifications, data changes, Official document expiration
- Blue Collar worker recruitment process owner
- Organization announcements and all other data & transaction support
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Coordinate the administration of the workers' compensation program, including:
  - Claims reporting, monitoring and administration
  - Communication with employees, managers, insurance carriers, medical personnel and lawyers

### Qualifications/Requirements:

- Bachelor's Degree from an accredited university or college
- Minimum of 2 years professional work experience with at least 1 in the Human Resources administration function
- Practice in applying the regulations of the Hungarian labor code to different employee lifecycle issues
- Fluent in English and Hungarian
- High level technical and user IT knowledge (Word, Excel, Power Point, CRM systems – SAP, Oracle as a high advantages)

**Note:** - fresh graduates and students in their last semester are also welcome  
- first 8 month period, fixed term contract – working location: **Oroszlány**  
- afterwards indefinite term contract – working location: **Budapest**

*If you are interested, please apply via*

*<https://www.ge.com/careers> and find the job under the job number 1947582!*

