

HR Generalist

Apollo Tyres (Hungary) Ltd. is calling for applications for the position above. The company's new plant is being built near Gyöngyöshalász with an investment of EUR 475 million. The tyre manufacturer provides state-of-the-art, international work environment and competitive salary.

Please send your CV to palyazat.hu@apollotyres.com in English and Hungarian.

Main tasks:

- Recruitment and selection including administration: provide effective manpower supply and manage recruitment (main focus in the first phase)
- Personal administration
- Responsible for performance management, succession planning, talent management.
- Labour law & administration
- Close cooperation with Training & Education Manager
- Support organizational development strategies; contribute to HR strategy fulfillment on local level in close cooperation with Head of HR
- Ensuring legal compliance; ensures that HR policies and processes are developed in line with local legislative requirements
- Counsel/support management & employees on HR programs and provides guidance/interpretation on relevant policies, procedures and regulations
- Assisting in budget management
- Pro-actively communicate with managers and employees of the plant.
- Participating in various ad hoc projects

Professional requirements:

- MA or MSc degree
- Minimum of 3 years of professional HR experience in a generalist role
- Experience at manufacturing company is a must (preferably automotive, no FMCG or Service sector)
- Excellent written/verbal English and Hungarian is a must
- At least basic experience in the following functional areas:
 - o Human Resource Planning
 - o Staffing (Recruitment & Selection - both blue and white collar labour force)

- o Job Analysis
- o Performance Appraisal
- o Career Planning
- o Employee Communications/Involvement
- o Record-keeping, Labour administration. Appreciation/experience of a variety of Hungarian labour legislation, Proficient in computer literacy, including MS Excel, PowerPoint, SAP or equivalent system

Personal requirements:

- Ability to work independently with limited supervision
- Excellent verbal, written and interpersonal communication skills
- Hands on approach, a self-starter person
- Flexible and goal oriented mentality, a 'doer'
- Demonstrated analytical, consultative and decision making skills
- Emotional intellect - ability to perform multiple tasks
- Business orientated; able to understand the business in order to be a good sparring partner for the management

Competences:

Creativity, perseverance, courage, entrepreneurship, adaptability

Benefits:

- Competitive salary, attractive package
- Rent and relocation allowance, commuting allowance
- Continuous trainings and chances to learn
- High-tech, automatized and modern work environment
- Chance to participate in a greenfield investment
- International workplace