

HR Assistant

Company details

THIS IS A TEST JOB

We are a dynamic and growing company committed to creating an inclusive and collaborative work environment. Our team values open communication, professional growth, and work-life balance.

Responsibilities

We are looking for a motivated HR Assistant to join our team! In this role, you will support HR processes including recruitment, onboarding, administration, and employee support. You will help ensure a smooth HR experience for all staff members.

Your responsibilities:

- Assist with job postings, CV screening, and interview scheduling
- Prepare employment contracts and HR documents
- Maintain accurate employee records
- Answer employee queries and provide administrative support
- Support HR projects and events

Profile

- Degree in HR, administration, or related field
- Strong organizational and communication skills
- Attention to detail and ability to multitask
- Proficiency in MS Office
- Knowledge of local labor laws is a plus

Offer

- A competitive salary and benefits package
- Opportunities for professional development and training
- Flexible working hours and hybrid work possibilities
- A supportive and friendly team culture
- Modern offices easily accessible by public transport