



HR Administrator

Job Offer

We are an extraordinarily talented group of individuals work together every day to drive ELSA International's success.

We assist organizations in the process of procurement, business development, innovation and sales by sharing our experiences, competences, network and local partners.

ELSA international is growing! Seeking an energetic **Human Resources Administrator** that will be responsible for the day -to-day management of all HR activities.

We do value the below fundamentals of Business :

Entrepreneurship
Leadership
Sales and success
Achievement

What will you be doing and how will you make a difference at Elsa international?

Working closely with the Director and the Business Managers, you will :

- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Create regular reports and presentations on HR metrics (turnover rates)
- Answer employees queries about HR-related issues
- Assist payroll department by providing relevant employee information (leaves of absence, sick days and work schedules)
- Manage company staff, including coordinating and supporting the recruitment process
- Onboard newcomers to the company
- Determine suitable salaries and remuneration
- Provide the necessary support systems for payroll requirement
- Assist with the performance management and review process

Requirement

You are an organized individual that excels in an agile, corporate environment. This role demands confidentiality and integrity, and a customer-service mindset.

Experience :

Previous HR experience 1 to 3 required

Languages :

Fluent English required

French is a plus

Bachelor degree preferred

Previous HR experience 1 to 3 required

Previous HRIS experience preferred.

Knowledge of Computer Software and tools such as MS Office, Email and Payroll Software

Working conditions and environment

- Job location is based in Hungary
- Working hours consist of standard daytime business hours
- Work indoors in office
- Remote work (possible)

You like to join ELSA International and become a global player!

Send us your job application to this email, we would like to know more about you!

humanresources@elsa-international.fr

Good luck with your applications. We are looking forward to welcoming you aboard!