

Workforce Specialist

Location: Magnice

Required languages: **English**

Your responsibilities

- Cooperation with temporary work agencies
- Knowledge of labour law and employment legalisation issues
- Updating the data of agency workers in the system
- Verification of employee contracts, absences
- Preparation of documentation
- Verification of working time of agency workers
- Cooperation with the local HR department, training department and operation
- Performing duties assigned by the supervisor in line with the job profile

Our requirements

- At least 1 year experience
- University degree
- Computer literacy, knowledge of MS Office package
- Knowledge of labour law issues and legalisation of employment
- Desirable: Communicative knowledge of English
- Accuracy, regularity, communication skills, can-do approach

