

STATE STREET BANK POLAND IS HIRING A HR ADMINISTRATOR, ASSOCIATE 1 FOR
PERMANENT UNDEFINED.

Date : 24/06/2016

Job reference : 138519-14262121

Type of contract : Permanent

Localisation : CBK Office 30001, PL

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience : 6 months - 1 year

Company description :

State Street Bank Poland

Job description :

State Street is supporting VISA and work permit organization process

Specific Duties:

Responsible for supporting HR administration and payroll activities in a timely, accurate and efficient manner in line with local legislative requirements including relevant paper work preparation filing

Handling the HR documentation, taking the regulatory/internal policy paper documents from employees, performing the initial sense check, sorting, arranging the documentation to be send via mail

Crating maintaining the record of documents sent to Extor

Handling employee's queries

Handling personal files of employees

Performing basic administrative tasks (basic reports, data maintenance etc)

Required profile :

Qualifications :

Very good command of English

University degree - with specialization in HR will be an asset

Working knowledge of Polish labor law

Very good organizational and communication skills

Detail and deadline oriented;

Ability to set priorities and handle multiple tasks simultaneously

Ability to deliver high quality work and to work under pressure with attention to detail

Ability to interact with all levels of employees and management and handle confidential information in a professional manner;

Capacity to work in a dynamic business environment

Team player with a strong customer focus

Working knowledge of HR systems an advantage, with PeopleSoft experience a plus.

To apply : <http://apply.multiposting.fr/jobs/6310/14262121>