



Join our SWARCO Team as

Human Resources & Payroll Specialist (m/f/d)

Location: Targoviste / Dambovita / Romania | Fulltime

Your Challenge

- Personnel files administration: from Hire to Retire
- Support Collective Labour Contract procedures
- Assist with day to day operations of the HR functions and duties
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, performance evaluations, etc)
- Deal with employee requests regarding human resources issues, rules, and regulations
- Payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary

Your Profile

- Qualification certificate - Human Resources Inspector - mandatory condition
- Min 2 years experience in HR & payroll
- Good knowledge of labor legislation in the field of personnel administration and payroll
- Organizational skills
- Detail oriented
- Digital skills & Excel medium knowledge
- English language- level min B1

Your Benefit

- Friendly corporate culture
- Room for personal growth and responsibility that enables you to grow with SWARCO
- Flexible working hours and home office possibilities
- Food allowance, coffee, tea, soft drinks
- Employee events
- Health promotion

We offer a very attractive and performance-related salary, which is based on your qualifications and professional experience.

The future of mobility begins today. Yours too?

Join SWARCO. We look forward to receiving your detailed application by e-mail (corina.berekmeri@swarco.com) or via online tool.

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SWARCO VICAS SRL

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Information on processing of your personal data is available here (<https://www.swarco.com/privacy-information-applicants>).