

HR & Internal Communication Manager

Service Center Bucharest

On behalf of our client, a shared service site serving roughly 50 countries within a major international group, we are looking for a **HR & Internal Communication Manager**, a passionate and effective manager of people and processes. In this role, you will be responsible for the overall design and management of the HR processes: employer branding, recruiting, on-boarding, training, retaining and managing payroll and HR administration for ~350/400 employees; moreover, you will also manage the internal communication activity.

Responsibilities:

Promotes a strong and consistent company employer brand

- Develops together with the management team members a positive working environment
- Enhances the internal communication between employees
- Defines and implements within the Group guidelines the external communication (social media)

Manages Recruitment process

- Drives end-to-end lifecycle for engaging the best talent pool
- Develops and implements local sourcing and retention programs
- Ensures the organization is adequately staffed according to operational requirements by recruiting, selecting and deploying competent employees (on-boarding, training, assigning and following-up on work results)

Manages Training process

- Identifies training needs across levels and accelerate high potential development
- Prepares employees for assignments by establishing and conducting orientation and training programs
- Manages the on-boarding process and ensures managers are equipped to drive performance & engagement

Manages Payroll and Administration

- Manages compensation and benefits process (pay surveys, job evaluations, payroll budget, etc.); recommends, defines, implements and maintains HR policies and procedures; supervises the administration and payroll, ensuring full legal and social compliance
- Leads the performance appraisal and management process; maintains and updates the organizational structure and job descriptions / requirements for all positions.

Requirements:

- 10 years of HR experience, at least 5 years in management positions; experience in shared servicing center sector expected; deep knowledge in HR processes, practices and principles as well as in legal and social compliance;
- University Degree in HR Management, Business Administration or related fields;
- Excellent communication (written and spoken) and interpersonal abilities; ability to work independently and in a team; eager to work in a lean and fast paced environment; open-minded;
- Strong analytic and synthetic competences; problem solving, multi-tasks, results and quality driven;
- English proficiency is a must.

To apply, send your resume to raluca.parvu@bpi-group.com . Only eligible candidates will be contacted. All applications will be treated in complete confidentiality.

BPI group Romania is a management and human resources consulting firm, providing solutions that span the talent management lifecycle, including Talent acquisition, development & motivation, successful change management, reorganization, restructuring and outplacement. We are operating on the Romanian market since 1996, providing solutions adapted to the Romanian context doubled by international expertise.

We undertake to respect your right to the protection of personal data in accordance with all applicable laws and regulations, including the General Data Protection (EU) Regulation 2016/679 (also called GDPR). Please take a look to our [Confidentiality Policy](#) before applying to this job opportunity.

Str. Mihai Eminescu nr. 44-48, ap. 4
București, cod poștal 010516
Tel.: +40.21 319 2672

romania@bpi-group.com

Web: www.bpi-group.ro • www.outplacement.ro