

BMW
GROUP



ROLLS-ROYCE
MOTOR CARS LTD

SUCCESS IS CREATED BY PEOPLE
NOT BY DEPARTMENTS.
SHARE YOUR PASSION.

Knowing the destination isn't enough: you need to know how to get there. Build up your own networks, exploit new ideas, consistently take the initiative. Inspire other people with your enthusiasm. That's the only way to give ideas the power that allows them to become true innovations.

HR Administration Specialist HU/RO/SI

As HR Administration Specialist you will become part of our international HR team within Central and Southeastern Europe. Locally teaming up with HR Management and HR Intern being responsible for Hungary, Romania, and Slovenia.

What awaits you?

- You will be responsible for HR administration related to the employee journey, including but not limited to contract management, payroll related document administration, onboarding, termination and offboarding.
- You will be the main contact person for the payroll service providers and to employees in payroll and HR administration questions.
- You will steer digital transformation of HR in Hungary, Romania and Slovenia, including introduction of new modules of the current HR system, in order to do so you will make sure that employee records and internal policies are up to date.

What is your professional background?

- You have at least 5 years of working experience including 3 years within the field of HR,
- University degree would be an advantage.

What should you bring along?

- Good time and project management skills,
- Passion & enthusiasm with ownership attitude,
- Affinity to IT systems,
- Experience in introduction and testing of new system, knowledge of Success Factors is a plus
- Responsibility and trustworthiness,
- Keen attention to detail and focus on data accuracy,
- Advanced user of MS Office applications especially Excel,
- Strong written and verbal communication skills both in Hungarian and in English. Romanian and/or Slovenian knowledge is not a must, it would be an advantage.

What can you look forward to?

- Good teams spirit
- Hands-on approach
- Cafeteria system
- Test drives
- Company bus from Kálvin tér to office in Vecsés
- Contract: full-time (40 hours/week) fixed term contract until end of December 2025
- Starting date: June 2024
- Location: BMW Hungary's office, Vecsés

We look forward to receiving your application at <https://jobs.bmwgroup.com/job-invite/131053/>.