

HR Generalist

JOB PROFILE

Reports to

Head of Human Resources

Requirements

- Strong knowledge of Russian labor law
- Consistent knowledge of essential HR processes such as: benefits, employee relations and performance processes
- Excellent communication and interpersonal skills
- Advances problem-solving and decision-making skills
- Willingness to take responsibility and to be proactive
- Able to multitask and prioritize accordingly
- Advanced written and spoken English
- Strong knowledge of excel
- 3+ years in HR field in a role of HR admin

Main Responsibilities

- Lead the procedures (employee relations, assessment, attestation, professional development, remuneration, corporate social and benefit)
- Draft and update the existing policies
- Optimise of existing procedures (personnel movement, onboarding, employee exit, compensation and benefit, training and development, staff well-being)
- Maintain company staff portal
- Coordinate trainings and professional development of staff
- Participates in the development of personnel assessments and various employee surveys
- Review the compensation and benefit system and provide recommendation on its improvement
- Actively participates in budget forecasting for HR
- Provide support in analyse of investigation, discipline and conflict cases and prepare relevant documents
- Oversee competitive analysis, merit increases and organisational structure
- Setting up well-being activities
- Support with conducting of medical insurance
- Organisation of record keeping of employee birthdays
- Organisation of the process of probation period completion and timely informing on this matter
- Actively participate in company events planning
- Support on HR admin procedures and workflow (work in 1C data base)
- Prepare and timely modify Job descriptions

- Monitor Employees' compliance with LNA and provides guidance to increase employees' awareness of internal procedures and regulations
- Support with preparation of documents for attestation for pedagogical staff and recognition of foreign diplomas
- Organisation of the process of probation period completion and timely informing on this matter
- Recognition of foreign diplomas
- Actively participate in company events planning
- Working with org structure

Conditions

- Work in the international company and professional development in multicultural environment;
- Employment in according with Russian legislation;
- Competitive salary and compensation package;
- Health Insurance with dental care, after completing a probation period;
- Corporate discounts;
- Free breakfasts and lunches;
- Working schedule 5/2, 8 a.m. – 5 p.m., short hours during school holiday.