Ready to take your career to the next level?

We are currently looking for **People and Culture Specialist (Maternity Cover | Fixed-Term Contract)**

We're looking for a proactive and people-oriented **People & Culture Specialist** to join our team on a fixed-term contract as maternity leave cover.

If you are passionate about people, enjoy building positive workplace experiences, and are looking for a meaningful HR opportunity, we would love to hear from you.

**Job role**

- Perform the full range of administrative activities for the Human Resources division;
- Help in the recruitment process by sourcing and contacting candidates and schedule interviews and phone screenings;
- Prepare necessary documentation for management team (contracts, job descriptions, others);
- Prepare and continuously update HR database and company's archive;
- Keep the communication process with candidates, clients and employees regarding the on-going projects, assuring an end-to-end communication between all the involved parties;
- Prepare or update corporate presentations depending on the business needs;
- Keep up to date about new HR policies and practices;

**Job requirements**

- Previous experience in similar role
- Experience in recruitment process
- Knowledge of labor legislation
- Basic computer skills (Outlook, Word, Excel, Adobe, Power Point, etc.)
- Proficiency in English
- Bachelor's degree in business, human resources or related field or equivalent experience

**Interested?**

Contact us for this opportunity: HR-Lugoj@weidmueller.com