



## **Human Resources Specialist, IKEA Varna**

You are welcome at IKEA,  
no matter where you come from,  
what you believe and how you look like.  
We don't even care  
how you've furnished your home!  
We are interested in you  
simply because of who you are.

Our different views, personalities and differences make us understand our customers better, give us more pleasure in our work and bring us more and better ideas.  
Maybe your unique perspective on something can lead to a great idea that can create a better everyday life for many people.

### **A day in your life with us:**

- Ensure employee maintenance of employments, terminations, employee changes like salary review, bonuses, contract, position and hours evolutions.
- Maintain personnel files with the completeness of the required documents according the local legislation and internal rules.
- Collect, manual enter and process daily data (sick leaves, vacation forms) in the corporate salary tool ensuring all payroll transactions are processed accurately and timely. Collaborate with the external payroll partner.
- Check the monthly schedules and maintain the related in-house software
- Support the recruitment process - job posting, selection, interview and post-interview follow up, offer letters and offer packets
- Support the Performance Management System and all activities related to the performance appraisal.
- Support training and personal development - recommend, develop and schedule training and learning programs, provide employee counselling based on personal development plans
- Conduct exit procedures

### **Your profile:**

- Previous experience in personnel administration and payroll minimum 2 years
- University degree or University studies on-going
- Working level of English
- Ability to multitask and work hard
- Must be very detail oriented and possess strong organizational and follow up skills
- Demonstrate a strong commitment to exceptional customer service

**We offer:**

- Highly professional and fast working environment.
- Food vouchers up to 102 euro;
- 500 euro bonus for the "Refer a Friend" program
- Flexible working hours on shifts
- Induction and many other trainings
- Additional health insurance;
- Voucher for birth of a child - 50 euro;
- Voucher for marriage - 120 euro;
- Voucher for child with excellent grades in school - 80 euro;
- Voucher for a newly admitted student in university /child of our employee/- 160 euro.

**Be yourself with us and discover job opportunities at IKEA!**

**Send us your CV in .doc or .pdf format.**