



HR and Administration Director

HITCONTRACT

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Vilnius, Lietuva

Projektas nebegalioja

Apie poziciją:

Vietovė

Kaunas, Lietuva

Atlyginimas (Įrankas)

€1800 - 2500/Mėn.

Trukmė

Pastovus Darbas

Pratęsimas (projektui)

Ne

Nuotoliniu būdu (galimybė)

Ne

Galioja iki

2021-06-15 (Prieš 2 dienas)

Aprašymas:

IT company, the leader in represented field, is looking for motivated, experienced, and hands-on HR and

Administration Director.

Duties/Responsibilities:

- Work closely with the leadership team to help drive the company's transformation by advising, coaching, counseling, and applying best HR practices and methods.
- Collaborate with the senior leadership team to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Drive best practices and talent acquisition methods to attract and hire strong talents with a cultural fit.
- Help the management team to restructure / optimize the company's org chart with new roles, by promoting employees and advise on needed changes. Help a selected group of people who are transitioning within the company or growing into new and larger roles with more

responsibilities.

- Support the implementation of a bottom-up driven corporate culture process. Support and

communicate the agreed core values.

- Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and

surveys to support the organization's human resource compliance and business strategy needs.

- Administer human resource programs including, but not limited to, compensation, benefits, and

leave; disciplinary matters; disputes and investigations; performance and talent management;

productivity, recognition, and morale; occupational health and safety; training and

development.

- Maintain and develop knowledge of trends, best practices, regulatory changes, and new

technologies in human resources, talent management, labor law; apply this knowledge to

communicate changes in policies, practice, and resources to upper management.

- Foster company wide educational activities and the model of a learning organization, by

encouraging employees to share knowledge, best practices and experiences.

Required Skills/Abilities:

- Bachelor's degree in Human Resources, Business Administration, or related field.

- At least 3 to 5 years of human resource management experience in the IT/FinTech or related

industry.

- Significant experience in full cycle recruiting, including international talents. IT or

related positions recruiting experience is a must.

- Quick learner, self-starter, curious personality, able to quickly adapt to changes and work in a

fast-paced industry.

- The ability to counsel, motivate, and guide senior management and the rest of the team to accomplish an organization's goals and objectives.
- Excellent verbal and written communication skills in English.
- Interpersonal skills to effectively manage, interact, negotiate, and communicate with employees.
- Strong problem-solving and decision-making skills that ensure successful human resources management.
- Time management skills to handle multiple projects simultaneously and prioritize accordingly.
- Thorough knowledge of employment-related laws and regulations.

We offer:

- Attractive salary package from starting from 2900 to 4100 Eur Gross.
- Compelling stock options plus potential very attractive coin/token offerings.
- International team of highly skilled and motivated colleagues, to help you succeed and push boundaries.
- Flexibility in terms of location. Mix of work from home and our new shiny offices at BLC2 at the heart of Kaunas plus office in Vilnius.
- Flexible working hours concept, training sessions and teamwork-based company culture.

Reikalinga Patirtis

UŽSIENIO KALBOS

Anglų Proficient Business Level (C1/C2)

