



## HR Services Administrator with Dutch (based in Prague)

In ons HR Services Benelux team in Praag zijn wij op zoek naar een nieuwe collega! Spreek je Nederlands en Engels, ben je leergierig van aard, met oog op detail en een echte teamplayer die het leuk vindt om mensen om je heen te helpen? Dan willen wij je leren kennen! Voor meer info stuur een mailtje naar [barbora.melicharkova@honeywell.com](mailto:barbora.melicharkova@honeywell.com) of kijk naar <https://careers.honeywell.com/cz/cz/job/HRD189311/HR-Services-Administrator-with-Dutch> Tot snel! 😊

### Join us and Make an Impact.

We have an opportunity for a HR Services Administrator role to join our Honeywell team in Prague. This role will support a broad range of services including, onboarding, staffing, government regulations, and other human resource administrative processes for our population in the Benelux region. You will provide human resource services delivering positive results to the human resources function, new hires, and managers. You will provide guidance and support to quickly resolve employee questions while directing employees to proper delivery channels.

### KEY RESPONSIBILITIES

- Contract preparation
- On-boarding administration (including but not limited to contract preparation, track progress, induction, and all necessary arrangements)
- Exit administration
- Employee letters (e.g., verification letters)
- Contract modifications
- Medical and benefits administration
- Leave administration
- Reporting and other HR related activities

### KEY REQUIREMENTS

- High school degree, additional education is a plus
- Preferably 1-2 years working experience (HR field experience is advantage)
- Previous experience from customer service is advantage
- Fluent in English and Dutch
- Good PC skills (Word, Excel, Outlook)

### WE VALUE

- CRM experience (e.g., SAP, Helios)
- Pro-active, a “can do” attitude, willingness to learn
- Experience working for Multinational company is an advantage



- Team player & able to develop and sustain cooperative working relationships with clients / colleagues / suppliers at all levels
- Able to manage multitasks
- Effective & efficient with excellent organizational skills
- Responsive, keeping deadlines & meet Service Level Commitments
- Effective Communicator

#### **WE OFFER**

- Extra-week of holiday, semi-flexible working hours
- Contributory pension scheme matched by employer up to specific amount
- Business travel accident insurance
- Online flexible benefit program for a broad scope of benefits in the areas of sports, culture, education, health, travel and other
- Multisport card - employees free or discounted access to leisure and sport facilities in the Czech Republic and Slovakia
- Global partnerships and discounts - access to broad scope services including purchase and servicing of cars, employee phone tariffs, bank accounts, medical footwear, hairdresser, or restaurants

Honeywell offers a hybrid solution of 3 days in the office and 2 days remote working, some flexibility would be considered on a case by case basis.

**If this is your dream role, then we'd love to hear from you.**