

Senior HR Specialist

Join the Anglo-American University as a **Senior HR Specialist (full-time position)**.

Anglo-American University (AAU) is a private institution of higher education in Prague. Renowned for its international approach to education, AAU offers undergraduate, graduate and programs in various fields, fostering a diverse and inclusive learning environment.

We are seeking a dynamic and experienced Senior HR Specialist to join our team. You will play a pivotal role in executing HR initiatives and processes to support our employees.

General Description:

We are seeking a dynamic and experienced Senior HR Specialist to join our team of four HR enthusiasts. You will report to HR Director and play a pivotal role in executing HR initiatives and processes to support our employees.

Responsibilities:

Administrative Support

Management of HR documentation for AAU administration staff, including maintenance of employee records.

Daily processing of employee inquiries related to HR matters.

Preparation and distribution of HR documents for administration staff, such as employment contracts, confirmations of employment, tax documents etc.

Assistance in coordinating visa processes and work permits for foreign employees.

Ensuring organization of mandatory trainings (OSH, Fire Safety) and medical checks for staff.

Postsignum arrangements.

Communication with the state authorities, especially health insurance companies and Czech Social Security Institution (ČSSZ).

Talent Acquisition:

Coordination of the recruitment process, including managing communication with candidates and conducting interviews for non-managerial administrative positions.

Onboarding and Orientation:

Support in the onboarding process for new employees, ensuring a smooth and positive experience.

Preparation of new employee orientation materials and conducting orientation sessions.

Benefits Administration:

Assistance in the administration of employee benefits.

Providing support to employees regarding benefit-related inquiries.

Salary Processing Support:

Provide necessary inputs for salary processing in collaboration with the payroll accountant, ensure accurate and timely submission of payroll-related data.

HR System Maintenance:

Responsible for the regular maintenance and updates of the HR IS.

Ensure data accuracy and integrity within the HRIS, making necessary corrections and updates as required.

Profile:

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Minimum of 3 years of progressive HR experience
- Strong knowledge of HR best practices, employment laws, and regulations in the Czech Republic.
- Orientation in the agenda and legislation of employment of foreigners is a great advantage.
- Fluent in Czech (native) and English (C1-C2 level) is a must.
- Excellent interpersonal and communication skills, with the ability collaborate effectively with diverse stakeholders.
- Proven problem-solving, with a focus on delivering high-quality HR solutions and services.
- Proficiency in MS Office suite.
- Friendly, approachable demeanor
- Strong prioritization, organization, and planning skills

We offer:

- Full-time position for 40 hours a week
- Multicultural, international environment (using English on daily basis) and friendly team of HR enthusiasts
- Possibilities for personal development (Free access to AAU courses, workshops, and events)
- 5 weeks of paid vacation per year
- 5 sick days per year
- Multisport Card
- Community events
- Option to work from home two days a week after probation period

Interested candidates should send applications to michaela.proskocilova@aauni.edu

The reviews of the applications and the **interviews will start from March 15th and will continue until the position is filled.** It is anticipated that the selected candidate will assume her/his position in **April 2024 or upon agreement.**