

## SENIOR HR SPECIALIST

Anglo-American University (AAU), the oldest private university in the Czech Republic, is seeking a **Senior HR Specialist** to join our team.

As our Senior HR Specialist, you'll be at the center of our people operations - ensuring every stage of the employee experience runs smoothly. From recruiting and onboarding new colleagues to managing records, coordinating payroll data, and ensuring compliance, you'll help shape a supportive HR environment that reflects our university's values.

This role is ideal for an experienced, proactive HR professional with a solid understanding of the Czech environment. You will work closely with a small, dedicated HR team, university leadership, and colleagues across departments, playing a key role in supporting the growth, wellbeing, and success of our diverse community.

We are seeking a **full-time** colleague to join our team for a two-year, **fixed-term appointment** covering a maternity leave. Highly qualified candidates interested in part-time opportunities are also encouraged to apply.

### **KEY RESPONSIBILITIES:**

- Own the full **recruitment** process - from job postings and interviews to offers - with a primary focus on hiring administrative staff across the university.
- Oversee the full **employee lifecycle** for administrative staff - from onboarding and data management through benefits, offboarding, and beyond.
- Maintain accurate **employee data and HR systems**, ensuring consistency and compliance across all processes.
- Partner with Finance on monthly **payroll preparation** and manage employee tax documentation.
- Manage **recurring administrative processes** such as annual tax reconciliation, vacation planning, occupational health checks, and health and safety compliance.
- Serve as a trusted advisor on **Czech labor law and policy matters**.
- Prepare and deliver **HR reports and analytics** to support strategic decision-making.
- Communicate effectively with **Czech authorities** as required.
- Support **employee engagement** by helping plan and deliver events and initiatives that strengthen workplace culture.

### **PROFILE:**

- Bachelor's degree in Human Resources, Business Administration, or a related field, with at least 3 years of hands-on HR experience.
- Native-level Czech and fluent English (C1 - C2) are required.
- Strong knowledge of HR best practices, Czech labor laws, and employment regulations (experience with the employment of foreign nationals is a plus).
- Proven proactive problem-solving skills, with a track record of delivering high-quality HR solutions and services.

- Excellent interpersonal and communication skills, with the ability to collaborate effectively across diverse teams and stakeholders.
- Friendly, approachable, and professional demeanor.
- Strong organizational, planning, and prioritization skills.
- Proficiency in MS Office, with a flexible mindset open to new technologies and tools.

#### **WHAT WE OFFER:**

- A trusted, international workplace located in the exceptional Thurn-Taxis Palace under Prague Castle
- Supportive and friendly team environment
- 5 weeks of paid vacation per year
- 5 paid sick days per year
- Flexible working hours
- Possibility to occasionally work from home
- One-hour lunch break included in the eight-hour daily working time
- Contribution toward a MultiSport card
- Subsidized lunch program at the nearby Charles University canteen
- Opportunities for personal growth, including discounts on studies at AAU
- Psychological counselling
- An opportunity to participate in the staff exchange programs
- Discounts at nearby restaurants and with our partners

#### **APPLICATION PROCESS:**

##### **Applications should consist of:**

- Up-to-date CV
  - Cover letter outlining relevant experience and achievements for the position
- Interested candidates should send their **application to** Ivana Vrobel at **[ivana.vrobel@aauni.edu](mailto:ivana.vrobel@aauni.edu)**.
- The review of applications and interviews will begin after November 17 and will continue until the position is filled.
- **The selected candidate is expected to assume the role in January 2026.**

For more information about the University, visit the [website of Anglo-American University](https://www.aau.edu).