



HR Administrator (Brno, full-time)

We are Moravia. We translate and localize products for the world's leading companies so people around the globe can use them easily every day. Visit www.moravia.com to learn more about us.

Our story? We started in 1990 as a company of two in Brno, Czech Republic and count now over 1500 "Moravians" across the Americas, Europe and Asia.

Are you looking for interesting and challenging work in the field of Human Resources? We will give you a chance to use and further extend your HR skills in a stable international enterprise that has grown from a small local company in Brno to one of the global leaders in localization.

Interested? Apply or ask for more information – simply send us your e-mail and CV to TalentAcquisition_EU@moravia.com or give us a call (Anna Rejdová: +420-545-552-233)

What you would do

- Administrative tasks related to the lifecycle of our employees. You will cooperate with other members of our small Talent Administration Team.
- Preparation of documents and their changes, on-boarding and off-boarding tasks, and application of Labor Code provisions
- Administration of all our employee data including changes to our HR system and employee personnel folders
- Cooperation with other member of the Talent Team as well as with colleagues from other departments (e.g. IT Service Desk) and with our payroll department (knowledge of payroll processes is not needed)
- Providing support to your colleagues and managers throughout Moravia on Labor Code regulations and HR policies, including preparing and delivering short trainings on these topics
- Occasional cooperation with other HR branches in Americas, Asia, and Europe

What you should have

- Experience in the field of Human Resources in a similar position
- Very good knowledge of Czech Labor Code
- Perfect knowledge of the Czech language and advanced knowledge of English
- Punctuality, attention to detail, independence, and reliability
- Very good communication skills

What we have for you

- An exciting company—we work with some of the most innovative brands in the world, and our employees are true professionals with unique skills.
- A great team of people who are fair, open-minded, and friendly—and always ready to support you as much as possible.
- International, English-speaking environment and pleasant offices in the center of Brno.
- Chance to put your ideas into practice and engage with hundreds of employees globally.
- Interesting challenges, trainings, and other internal opportunities to support your growth.
- Fair compensation, bonuses, and a comprehensive benefits package (flexible working hours, 5 weeks of vacation, 2 sick days, occasional work from home, meal vouchers, cafeteria plan).