



## Kroll Ontrack®

**Kroll Ontrack** is a technology software and services company serving both the Data Recovery and Legal Technologies markets. As the world's largest Data Recovery company, **Kroll Ontrack** boasts international in-lab services with clean room facilities as well virtual on-site services through Remote Data Recovery. **Kroll Ontrack's** Legal Technologies group (Electronic Discovery, Paper Discovery, Computer Forensics) assists attorneys, businesses and investigators with the collection, organization and preparation of data for review and analysis in legal matters, regulatory filings, and investigations.

Currently we are looking for candidates for a 1 year project for the position of:

### HR Manager

**Location: Katowice**

#### **Job Description:**

In this position you will be responsible for providing HR advice and guidance to the business and delivering timely and accurate administration support in all aspects of HR including payroll.

#### **Requirements:**

- Fluent English
- 5 years HR experience in commercial environment
- Demonstrates a strong understanding of Polish legislation
- Knowledge of payroll calculation principles
- Ability to influence all levels of management
- Excellent communications skills written and verbal with an approachable manner.
- Understands how to provide commercial HR solutions whilst understanding the Polish legislation implications.
- Takes responsibility for own actions and decisions

#### **We offer:**

- International working environment for a worldwide leader in Data Recovery, Computer Forensics, Electronic Discovery and Legal Technologies
- Comfortable work environment
- Fun and friendly atmosphere (board games, card games, console games, whatever tickles your fancy – we've got it!)
- Attractive package of benefits , i.e. contribution of costs of a private medical care (Medicover) and a sports card (Multisport)
- Good coffee and Sweet Monday every week!

- Professional-growth opportunities

Don't hesitate! Send us your resume and cover letter in English to:

[praca@krollontrack.pl](mailto:praca@krollontrack.pl)

More details about our company on: [www.krollontrack.com](http://www.krollontrack.com)

Please include the following statement in your application: I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance with the Personal Data Protection Act 29.08.1997 Dz.Ust. nr 133 poz. 833).

Prosimy o dopisanie w aplikacji następującej klauzuli: Wyrażam zgodę na przetwarzanie moich danych osobowych zawartych w mojej ofercie pracy dla potrzeb niezbędnych do realizacji procesu rekrutacji (zgodnie z ustawą z dn. 29.08.97 roku o Ochronie Danych Osobowych Dz. Ust. Nr 133 poz. 883).