



KLDisccovery is a technology software and services company serving both the Data Recovery and Legal Technologies markets. As the world's largest Data Recovery Company, **KLDisccovery** boasts international in-lab services with clean room facilities as well virtual on-site services through Remote Data Recovery. **KLDisccovery's** Legal Technologies group (Electronic Discovery and 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 position of:

HR Assistant

Location: Katowice

Wondering how your work will look like?

Imagine that you are...part of a global organization * responsible for delivering timely and accurate administration support in all aspects of HR * supporting HR team members in executing daily tasks * working closely with management and employees * using English every day in communication with KLDisccovery employees all over the world * working WITH your manager, not FOR them...

Your daily duties will consist of:

- Supporting HR team from administrative perspective,
- Helping with keeping employees' files in order and up to date,
- Assisting with onboarding process and preparation of documents for new hires,
- Helping with recruitment process by scheduling interviews with potential candidates,
- Putting data into our HR systems,
- Taking care of work schedules and timesheets and reflecting them in the records,
- Assisting employees with general employment inquiries,
- Supporting HR department in implementing programs and initiatives to help improve the employee experience and build company culture,
- Performing other duties as required and assigned.

Professional Qualifications- What qualities we are looking for?

- Eagerness to learn, grow and expand skills and knowledge,
- Attention to details,
- 'Can-do' attitude,
- Very good knowledge of English (B2+),
- Team spirit and ability to work collaboratively as a part of the team,
- Excellent organizational skills, ability to set priorities and time management skills,
- Excellent communications skills, written and verbal with an approachable manner,
- Ability to take responsibility for action,
- Degree in Human Resources, Sociology, Psychology, Business or related field would be preferable,
- Any professional experience would be nice to have.

What we can 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, Sweet Monday, Thursday's Lunch every week!
- Professional-growth opportunities.

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

praca@krollontrack.pl

More details about our company on: www.KLDiscovery.com and www.krollontrack.pl

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).