



KLDiscovey is a technology software and services company serving both the Data Recovery and Legal Technologies markets. As the world's largest Data Recovery Company, **KLDiscovey** boasts international in-lab services with clean room facilities as well virtual on-site services through Remote Data Recovery. **KLDiscovey'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 **2 year project** for the position of:

HR Manager

Location: Katowice

Wondering how your work will look like?

Imagine that you are...part of a global organization * responsible for providing HR advice and guidance to the business * delivering timely and accurate administration support in all aspects of HR including payroll * working closely with management and employees to improve work relationships, engagement, and increase productivity and retention * managing the team of 3 HR professionals * using English every day in communication with KLDiscovey employees all over the world* working WITH your manager, not FOR him...

Duties:

- Cooperation with local leaders, managers and colleagues and providing HR expertise and consultation,
- Proposing, developing and implementing policies and processes that meet the specific needs of the business and local obligations,
- Managing attrition and timely hiring,
- Partnering with specialist in developing the right pay strategy, recommend pay rates and benefits that are competitive with the market.

Requirements:

- Fluent English (C1+),
- Degree in Human Resources, Sociology, Psychology, Business or related field,
- Significant HR experience, at least 5 years in commercial environment,
- Strong understanding of Polish legislation,
- General knowledge of payroll calculation principles,
- Knowledge of recruitment practices and employer's branding together with extended knowledge of Polish market,
- Proven track of managing the team,
- Ability to influence all levels of management,
- Excellent communications skills written and verbal with an approachable manner,
- Understanding how to provide commercial HR solutions whilst understanding the Polish legislation implications,
- Ability to take responsibility for actions and decisions of self and the team,
- Experience of working for an international organization would be desirable,
- Ability to put ideas into action.

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

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

Alicja.Hala@Ontrack.com

More details about our company on: www.KLDiscovery.com and www.ontrack.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).