



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 position of:

HR Generalist

Location: Katowice

Job Description:

Our company is looking for experienced HR Generalist who will assist in providing a wide range of HR support and advice. The successful candidate will work closely with other team members to provide best HR service to the organization and support business culture and mission of the organization

Requirements:

- Offer proactive recruiting and onboarding assistance
- Offer proactive support and ideas in building and executing social media strategy to attract top talents to the organization and build brand awareness externally
- Provide high-quality advice and service to management on daily employee relations, performance management issues, labor law inquires and other HR related matters
- Act as point of contact for employee relations issues, and assists employees with general employment inquiries
- Support the HR department in implementing programs and initiatives to help improve the employee experience and build company culture
- Administer various human resource procedures
- Execute HR policies and practices in an efficient and timely manner
- Recommend new approaches, policies and procedures to continually improve efficiency of the department
- Prepare HR documents relates to employment
- Perform other duties as required and assigned
- Support other HR team members in executing daily tasks and responsibilities

Professional Qualifications:

- 3+ years of human resources experience on similar position within a global organization preferably in hi-tech industry
- Bachelor Degree in Human Resources Management or related
- Expertise in HR policies and procedures, understanding of polish labor law regulations

- Strong knowledge of hiring process and experience in best hiring practices preferably in IT industry
- Experience in building company social media presence
- Excellent communication skills across all levels of an organization
- Team spirit and ability to work collaboratively as a part of the team
- Excellent organizational skills, ability to set priorities and time management skills
- Imagination and courage and ability to make a difference to the business and meet business goals and priorities
- Proficiency in English

We offer:

- International working environment for a worldwide leader in Data Recovery, Computer Forensics, Electronic Discovery and Legal Technologies
- Involvement in advanced, best in class technology solutions
- Comfortable work environment
- Friendly, fast paced atmosphere
- Open - minded team of creative, innovative, software engineering driven colleagues
- Professional-growth opportunities
- Attractive package of benefits

If you meet the requirements we are looking for please send your resume and cover letter in English to:

alicja.hala@krolldiscovery.com

More details about our company on: 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).