

# HR Data Management Associate

<b>ID tag</b>	7800
<b>region</b>	Prague
<b>location</b>	Prague
<b>accommodation</b>	not provided
<b>job description</b>	<p>The HR Data Management Associate carries out operational HR administration related processes and transactions, focuses on data maintenance for personnel administration, cooperation and consultation with HR Business Partners, employees or managers.</p>
<b>responsibilities</b>	<ul style="list-style-type: none"><li>• contractual variations</li><li>• personal data changes</li><li>• termination administration</li><li>• one-off payments</li><li>• country specific processes</li><li>• update all documents necessary for the processing of personnel administration for above processes based on required changes</li><li>• ensure information flow with all departments and functions, which are involved in organization data processing</li><li>• provide accurate and friendly advice and service to all customers, such as colleagues, employees and managers</li><li>• work with other team members sharing knowledge on topics that require learning.</li></ul>
<b>we require</b>	<p>fluent in English excellent communication skills previous experience in HR is an advantage team player, fast learner, tech savvy</p>
<b>we offer</b>	<p><b>monthly salary range 35 000 - 40 000 czk</b> <b>annual bonus: in amount of one salary</b> lucrative benefit package international company possibility to get valuable experience and skills</p>
<b>Randstad contact details</b>	<p><a href="mailto:martin.zizka@randstad.cz">martin.zizka@randstad.cz</a>, +420 724 595 711 communication in English</p>