

HR Assistant

## About Sollers Consulting

Sollers Consulting is more than a consultancy and software integrator. As a company founded in 2000, our mission has been to transform the financial & insurance industries by helping them adapt to new technologies.

The power of collaboration and the limitless potential of Sollers people are at the root of our success. We strive to be the best at what we do, both in the eyes of our team and our customers. We put people at the heart of every project.

Join us and make Sollers be driven by... you!

## People Team

Sollers is driven by people, and our mission is to take care of them. People Team, consisting of 19 teammates, is involved in many different stages of the "lifecycle of our employees". From recruiting and onboarding people to giving them opportunities to develop their skills, we try to help them grow and feel comfortable in the company through our daily support.

About the role. You will:

- Administrate and manage the recruitment processes (maintaining the database, scheduling interviews, submitting job offers, preparing and posting job ads).
- Ensure a positive candidate experience.
- Support other HR processes connected to the life cycle of our employees.
- Collaborate with IT and Business areas to achieve common goals.

About the requirements. You need:

- At least 1 year of experience in HR area.
- At least a bachelor's degree.
- Fluency in English and Polish, both spoken and written.
- Good knowledge of MS Office (especially Excel).
- To be committed, communicative, thorough, independent, and accurate.

- Capability to work full-time in a hybrid work model.
- To be comfortable performing repetitive tasks.

About our promises. We can offer:

- Flexible working hours and a hybrid home office model (2-3 times per week in the office) as work-life balance is crucial at Sollers.
- A chance to be promoted twice a year and a clearly defined career path with salary forecast.
- Opportunities for growth with a training budget that you can use for courses and conferences. We also provide access to an online training platform and co-fund language classes.
- An internal coach to guide you through the onboarding, further training and career opportunities, plus a budget to be used for your lunches together.
- A chance to #domore for the planet and the community as part of Sollers Change Makers - our volunteering program.
- Lots of teambuilding activities, trips, hobby groups and cultural events to create a company powered by teamwork.
- Probably all the benefits you can think of!

Apply now: <https://bit.ly/SollersHRassistant>