

Hays Talent Solutions is rendering recruitment services for Business Services (SSC/BPO sector) in Poland. On a daily basis we are looking for candidates with German language working knowledge. For our Client – Shared Service Center –of a global company based in Poznan, we are currently looking for candidates for the position of:

Client Service Specialist Dutch Team – HR processes – full time job

Your new role: you will be responsible for the day-to-day operations of the HR Service Delivery – Dutch Team by responding to client questions and inquiries about benefits and human resource policies through the case management and telephony system. In addition, this role will be responsible for preparing appropriate notes and documentation associated with a case.

What you'll need to succeed: Very good level of communication in English&Dutch is essential. We are looking for a candidate with a University degree (Business, HR, etc.) BA or higher degree. 1 year of experience in supporting Dutch Clients will be an advantage, same as HR administration experience. German language will be a plus.

What you will get in return: A successful candidate will have numerous opportunities to gain knowledge about HR processes and/or develop on a professional and personal level in a global multicultural environment. Our client offers an attractive compensation package including the company benefits.

Please email us your CV to: gotowala@hays.pl or contact us on (+48) 61 625 9108

Please add the following statement to 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 Protection Act of 29.08.1997, Journal of Laws of 2002, No. 101, item 926 with amendments).