

Ref EURES: 6xxxxx

Human Resources Technician (Spain – Madrid)

COMPANY:

We are a consolidated engineering and consulting company at a European level that provides engineering services (civil, electronic, mechanic among others) and Information Technology & Telecommunications. Although our projects are developed in five continents, we have physical offices in Madrid, Barcelona and Bilbao.

One of our strengths is the diversification: we are able to offer solutions adapted to the different sectors: Transport, Energy, Industrial sector, Pharmaceutical or the sector of Information Technologies among others.

For Exceltic excellence means continuous improvement, flexibility, adaptability and customer orientation, allowing the construction of lasting relationships based on trust and transparency.

We are actively seeking a Human Resources Technician to work at our offices in Madrid.

RESPONSABILITIES

Your responsibilities will focus on:

- Full cycle of employee management
- Participation in training plans.
- Salary register and salary audit.
- Customer platforms for Occupational Risk Prevention
- Support in other departmental tasks.

REQUIREMENTS

- Bachelor's degree in Labor Relations and/or Human Resources (RRL and RRHH).
- 2-3 years of experience as a Human Resources Technician.
- Knowledge of payroll, equality plans, training plans, and Occupational Risk Prevention
- B2 level of English.
- Good knowledge in Spanish language.

SKILLS

- Innovative, and dynamic person
- Planning and communication skills.
- Proactive, organized individual accustomed to working in teams and handling high workloads.

WORKING CONDITIONS

- Permanent contract.

- Flexible compensation package (health insurance, transportation voucher, restaurant voucher, and childcare).

- Hybrid work (3 days office, and 2 days home office)
- Training with a personalized development plan.

HOW TO APPLY You can send your CV to ofertasoebpilar@madrid.org and you must indicate reference (número de registro de la oferta). The application deadline: 15/05/2024.

As a candidate living in another EU country different to Spain and Norway and Iceland, you could apply for EURES financial support for an interview, relocation or a language course. Information about the EURES Targeted Mobility Scheme (TMS) can be found at: https://ec.europa.eu/eures/public/eures-services/eures-targeted-mobility-scheme_en and you can ask for further information to the nearest EURES Adviser, that you can find at <https://ec.europa.eu/eures/eures-apps/um/page/public?lang=en#/adviser/search/list> the application to EURES TMS must be submitted before travelling to Spain.