

# RnD Human Resources Trainee

## Vaše náplň práce

This position will be in the scope of the HR Tires Group Sector Team, in the RnD team based in Lousado, and aims at supporting the development and further roll-out of the HR strategy, focusing, on the one hand, in attraction and recruitment of best-fit people for our needs and, on the other hand, on their development, through learning initiatives and development projects.

A significant part of the position is in English language.

What you will do:

- Operate with our Applicant Tracking System – SmartRecruiters
- Support with the searching of candidates and hiring process of future employees and assist in their onboarding plan and other HRBP activities;
- Provide support to our HR Business Partners and their business areas with administrative processes within the employee lifecycle
- Initiate process improvements and support the digitalization of HR processes
- Support with HR analytics (e.g., analysis of HR KPIs, quality data review, reporting)
- Support the team with organizational activities (presentations, events, reporting...).

## Váš profil

- University degree in Business Administration, HR Management or related fields;
- Proactivity / Independent work style;
- Strong analytical skills and strategic thinking;
- Strong English skills both written and spoken;
- Good communication skills (verbal / writing);
- Able to work in an international and remote working environment;
- Ability to work effectively in a fast-paced environment;
- Good knowledge in Microsoft Office tools;
- Affinity towards digital tools;
- Previous professional experience valued;
- International experience valued (e.g., ERASMUS);
- Eagerness to learn and grow.

## Co nabízíme

- Integration in a challenging and international work environment, featured by the existence of state-of-the-art technologies;
- Continuous professional training and excellent possibilities of personal and professional development.



ID pracovní pozice  
**REF82467H**

Obor  
**Personalistika**

Lokalita  
**Lousado**

Právnícká osoba  
**Continental Mabor Indústria de Pneus S.A.**

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