



HR GENERALIST. BUDAPEST, HUNGARY

ABOUT COMPANY:

FL Technics Wheels & Brakes Kft. is a subsidiary of FL Technics UAB, a provider of tailor-made services for aircraft maintenance, repair, and overhaul (MRO), delivering solutions to commercial aviation customers worldwide.

FL Technics Wheels & Brakes Kft. is specialized in the maintenance and repair of aircraft wheels and brakes with headquarters in Hanover and further locations in Hungary, Italy and Lithuania with around 150+ employees.

To expand our team in ECSEK (Budapest), we are looking for:

HR GENERALIST

YOUR TASKS:

- Participate in the recruitment process by sourcing candidates, conducting interviews, and facilitating the hiring process.
- Craft job offers that effectively communicate the role's requirements, benefits, and opportunities to potential candidates.
- Develop comprehensive employment contracts that align with legal requirements and company policies, ensuring clarity and mutual understanding between the company and its employees.
- Coordinate new hire onboarding and orientation activities to ensure a seamless transition for new employees.
- Administer employee benefits programs, including enrollment, changes, and inquiries.
- Manage employee relations issues by providing guidance, counseling, and resolution.
- Maintain accurate employee records and HR databases to ensure compliance with regulations and internal policies.
- Assist in the development and implementation of HR policies, procedures, and programs.
- Stay updated on relevant Hungarian employment laws and regulations to ensure compliance and mitigate risk.
- Collaborate with cross-functional teams to support organizational goals and initiatives.

WHAT YOU SHOULD BRING:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- 2+ years of experience in human resources roles, with exposure to various HR functions.
- Strong understanding of Hungarian employment laws and regulations.
- Excellent interpersonal and communication skills, with the ability to build rapport and effectively communicate with employees at all levels.
- Detail-oriented with strong organizational and time management skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.

- Proficiency in HRIS systems and Microsoft Office Suite.
- Full Hungarian and English language proficiency.

WORKING AT FL TECHNICS:

- A stable job opportunity in an exciting international aviation industry;
- Hybrid work model;
- Commuting allowance and free parking;
- Employee events;
- Individual development opportunities as well as the opportunity to contribute your own ideas.

FL Technics - a leading global provider of aircraft maintenance, repair, and overhaul (MRO) services, specializing in a comprehensive range of aviation solutions such as maintenance, parts and materials supply, technical trainings, wheels and brakes services, engine repair shop, engineering, design and production and aerospace logistics. With offices in Lithuania, the United Kingdom, the UAE, Canada, Germany, Italy and Thailand, FL Technics holds certifications, including EASA Part-145, Part-CAMO, Part-147, Part-21, FAA-145, UK CAA, and other NAA. Operations extend across Europe, South, Central and North Americas, the Middle East, Africa, Asia- Pacific regions.