



HR MANAGER (MATERNITY COVER). VILNIUS, LITHUANIA

We are looking for an experienced and motivated HR Manager with a strong focus on recruitment to lead our talent acquisition activities and support the growth of our teams. The role will manage end-to-end recruitment while also handling HR tasks that ensure a smooth employee experience and support business objectives.

Job description:

- Manage end-to-end recruitment process: job profiling, sourcing, interviewing, selection, offers.
- Coordinate with hiring managers to align recruitment with business needs.
- Ensure smooth onboarding and integration of new employees, including probation follow-up.
- Support other HR functions and projects such as employee engagement, performance management, training, policy development, training and others.

Requirements:

- Proven experience (3-5+ years) in HR management or talent acquisition, with a strong track record in end-to-end recruitment.
- Solid knowledge of recruitment strategies, sourcing methods, and HR best practices.
- Experience in onboarding and supporting other HR functions such as engagement and performance management.
- Excellent communication and interpersonal skills, with the ability to influence and build trusted relationships at all levels.
- Strong organizational and time management skills, with the ability to handle multiple priorities.
- Proficiency in MS Office systems (HRIS/ATS would be an advantage).
- Fluency in English and Lithuanian.

What we give in return:

- Opportunity to work with innovative IT solutions in the aviation industry.
- A rewarding and fun work environment in an interdisciplinary team of professionals.
- Health Insurance package in compliance with our company policy.
- Office gym and free parking.
- Childrens room where you can leave your kids to play with supervision.
- Brand new office.

Salary comment: The salary range for this role is 2600EUR/gross - 3200 EUR/gross and the final offer will be based on your skills and experience.

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