



HR ADMINISTRATION PARTNER. VILNIUS, LITHUANIA

We, the HR team, are an important part of the organization, responsible for employee well-being, effective business decisions, and organizational growth. Our goal is to create an environment where employees feel valued, grow, and strive for the best results together.

Team values:

- I create value through people.
- I grow together with the team.
- I believe in responsible and honest cooperation.

If your approach to work matches ours, we invite you to join us and become part of the team!

You will be responsible for:

- Cooperating with managers to ensure the smooth implementation of HR procedures and policies.
- Personnel document and data accounting and administration: hiring, dismissal, vacation, business trips, preparation and management of various other orders and documents related to employment relationships.
- Working with the personnel management program Edrana Baltic.
- Administration of employee data and documents in accordance with GDPR requirements.
- Maintenance and administration of the company's internal document management system, familiarization of employees with the documentation assigned to them, and control of this process.
- Control of working time records and payroll operations.
- Analysis of employee data (salaries, job levels, employee turnover, etc.) and provision of insights for business and personnel decisions.
- Working with managers in other countries to help manage HR issues.
- Participation in various projects.

To be successful, you will need:

- At least 3 years of experience in personnel administration and document management.
- A broad understanding of HR processes and best practices.
- Responsibility, thoroughness, communication skills.
- Knowledge of labor law and the ability to apply it in daily activities.

- English language skills not lower than B1.

We offer:

- The opportunity to develop your skills through internal and external training.
- The opportunity to perform some tasks from home.
- Health insurance (after three months of employment).
- A day off on your birthday.
- The opportunity to use the gym at the company's headquarters free of charge.
- Free parking for your car (next to the office).
- Company traditions and team events.
- Awards for new ideas.
- Pizza/fruit days.

Salary: from 2000 € to 2500 € (brutto)

„Baltic Ground Services“ („BGS“) – is an international provider of ground handling, aircraft fueling, liquid ADR logistics, training services and IT solutions. The company operates in 8 countries throughout Central and Eastern Europe.