



## **HR BUSINESS PARTNER. VILNIUS, LIETUVA**

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

### **Team values:**

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

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

### **You will be responsible for:**

- Collaboration with managers to ensure smooth implementation of HR procedures and policies.
- Working with the personnel management software "Alga," administering employee leave, business trips, and other absences.
- Administration of employee data and documents in compliance with GDPR requirements.
- Maintenance and administration of the company's internal document management system, familiarizing employees with their assigned documentation, and controlling this process.
- Preparation of personnel documents (job descriptions, hiring/termination, and other work-related documents).
- Oversight of the employee recruitment and hiring process, increasing employee engagement, and applying best communication practices.
- Analysis of employee data (salaries, job levels, employee turnover, etc.) and providing insights for business and personnel decisions.
- Collaborating with managers from other countries to support HR-related matters.
- Participation in various projects.

### **To succeed you will need:**

- Experience in HR (at least 1 year of experience in HR business partnership).
- Broad understanding of HR processes and best practices.
- Proven success in recruitment and talent sourcing, demonstrating the ability to identify and attract top talent.
- Strategic thinking and a focus on initiatives that have a significant impact on the business.
- A proactive approach and the ability to operate in a dynamic environment.
- Good understanding of Lithuanian labor law.
- Excellent communication skills in both Lithuanian and English.

**We offer:**

- Opportunity to develop your skills through internal and external training.
- Ability to complete some tasks while working from home.
- Health insurance (after three months of employment).
- A day off on your birthday.
- Free access to the gym at the company's main office.
- Free parking spot for your car (near the office).
- Company traditions and team events.
- Awards for new ideas.
- Pizza/fruit days.

Darbo užmokestis: nuo 2645 € iki 2976 € (bruto)

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**„Baltic Ground Services“ („BGS“)** teikia antžeminio orlaivių ir keleivių aptarnavimo, aviacinio kuro pildymo, mokymų, specializuotų IT sprendimų paslaugas Lietuvoje, Latvijoje, Estijoje, Čekijoje, Vokietijoje ir Ukrainoje.