



## HUMAN RESOURCES OFFICER - POLAND

FORTE is one of the largest European manufacturers of furniture for self-assembly. The furniture is created with passion by Polish and foreign designers. FABRYKA MEBLI "FORTE" S.A. manufacture a wide range of furniture for the dining room, living room, kitchen, bedroom and youth room.

### Job description / Scope of responsibilities:

- Comprehensive staffing and payroll services for company employees
- Service of civil law contracts
- Conducting settlements with ZUS and US
- GUS reporting
- Drawing up reports and reports (cyclical and current)
- Issue employee certificates
- Internal customer support in labor law, personal income tax, and social security.

### Education

Higher.

### Experience Target

Minimum 3-year's experience in similar positions

### Knowledge/Skills/Abilities

- **Polish - fluent**
- **Strong Knowledge of English** (fluent)
- Very good knowledge of HR and payroll issues
- Excellent knowledge of labor law
- Very good knowledge of Excel
- Good knowledge of personnel and payroll software (Payer)
- Responsibility, consistency and timeliness.

### Working Conditions

- Temporary contract for 3 months, then contract for an indefinite period
- From 2000 PLN. Salary to be agreed with the employer
- Full time. 40 h per week

Deadline for applications: **29/06/2017**

If you are interested, please **send your CV in English** to [a.kruszewska@ohp.pl](mailto:a.kruszewska@ohp.pl)



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