

Junior HR Expert

Established in 2007, Solarpro Holding is one of the leading players in the Central and Eastern Europe in the renewable energy solutions (photovoltaics sector). With over 1 000 employees in 9 countries, we offer wide range of smart energy systems and solutions. With more than 3 GW installed capacity and more than 100 PV plants under operation, we have gained significant experience in engineering, installation, operation and maintenance of PV systems (on-grid, off-grid and hybrid). We have been trading for over 13 years and take pride in delivering project specific solutions, sustainable results and added value to our clients.

Currently we are looking for a Junior HR Expert. As a Junior HR Expert you will support the overall HR activities in the company and its foreign entities in Europe. You will take part in the recruitment, onboarding and performance management processes. You will help people develop as professionals and improve their skills and competencies.

> MAIN RESPONSIBILITIES

- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions;
- Collaborates with departmental managers to understand skills and competencies required for openings;
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff;
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employer branding;
- Assist in development and implementation of human resource policies;
- Undertake tasks in the organization's performance management process;
- Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates;
- Support training and development processes in the company;
- Maintain and support an HRMS in the group, such as Zoho People, Time Off, and others

> YOUR PROFILE

- Bachelor Degree in Human Resources, Business Administration, or another related field
- Experience: at least one year in the human resources area
- Language: strong command of English
- Technical Skills: MS Office, mainly MS Word, MS Excell and MS PowerPoint; previous experience with HRMS will be considered an advantage
- Open minded, positive and honest, willing to learn and develop professionally as well as personally; Passionate about helping people grow
- Supporting social responsibility initiatives and sustainable development for better future

> WE OFFER

- Excellent working conditions in a team of professionals;
- Development in a multinational company operating in several EU countries, leader in PV sector in East Europe;
- Opportunity to gain knowledge in highly developing sector in the field of green energy and environment friendly solutions;
- Full-time employment contract.

If you're interested in joining the Solarpro team, please send us a CV and a Cover letter (optional) to the following address: hr@solarpro.bg

www.solarpro.bg

