Poznikhirenko Yulia



HR MANAGER

14 листопада 2022

Місто: Київ

Вік: 40 років

Режим роботи: повний робочий день, вільний графік роботи, плаваючий графік роботи

Категорії: HR, управління персоналом

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

Talent Acquisition Manager
Oppizi - Kyiv City, Ukraine
Mar 2022 - Oct 2022

Key responsibilities:
• Recruiting and hiring top talents and achieving monthly/quarterly hiring goals
• Providing an efficient and high-touch experience for every candidate from application stage to offer, evaluating skill level, driving the interview process and offer process, including reference checks, salary recommendations, and closing of candidates
• Sourcing active and passive candidates through employee referrals, networking, internal databases, contact lists, and research
• Negotiating offers to close candidates by leveraging and partnering with senior management, and other groups as necessary
• Communicating effectively with the interview team to ensure preparedness during the interview process. Sharing and exchanging information with all levels of management
• Working closely with CTO and General Managers
• Providing assistance to UK and FR Ops Teams in operations (when requested)

HR Manager
Kyiv School of Economics (KSE) - Kyiv City, Ukraine
Mar 2022 - Oct 2022

Key responsibilities:
• Providing general support and assistance to the KSE staff and faculty
• Maintaining the work structure by updating job requirements and job descriptions for all positions. Keeping track of the changes in the staff job-descriptions
• Preparing labor contracts and continuously reviewing and keeping up-to-date all personnel-related documents
• Maintaining the historical human resource records (keeping past and current records; processing and storage of work record books; keeping and maintenance of personnel files)
• Providing regular calculation of the working time for the KSE staff (including general working time, sick leaves, annual leaves etc.)
• Organizing personnel hires (posting advertisements, making necessary registration, scheduling interviews); employee onboarding, i.e. welcoming new employees
• Work with banks concerning salary cards
• Conducting exit interviews/questions to identify reasons for employee termination
• Providing terminated employees with outplacement or relocation assistance
• Developing and implementing staff evaluation procedures
• Updating KSE Policies and Procedures Manual and making it available to the staff
• Conducting team-building activities
• Ensuring legal compliance throughout human resource management
• Providing Financial Department with information on payments (newly signed contracts, salary amounts, contract periods etc.)
• Etc.