

Poznikhirenko Yulia

HR MANAGER

🔄 14 ноября
2022

📍 Город: [Киев](#)



Возраст: 38 лет

Режим работы: полный рабочий день, свободный график работы, плавающий график работы

Категории: HR, управление персоналом

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Описание

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.