



Ваш надійний помічник

HR Manager

📍 Харків, 🔄 9 вересня

Компанія: [SnoopGame](https://jobs.ua/company/id/1640243) (<https://jobs.ua/company/id/1640243>) ([Всі вакансії](#))

Рубрики: [HR, управління персоналом](#), [Офісний персонал](#), [Робота для студентів](#)

Побажання до співробітника

Освіта:	не має значення
Досвід роботи:	не вимагається
Графік роботи:	повний робочий день

Опис вакансії

SnoopGame is a leading game testing company that has been in the game development industry since 2015.

We have been offering outsourced/outstaffed QA and Art services to companies worldwide. From casual games to complex AAA projects.

SnoopGame consists of 150+ employees and has office in Ukraine. Our company is actively developing and the HR department is growing, so we are looking for an ambitious **HR Manager** for **remote work**.

Join the SnoopGame team and realize your potential in the exciting world of GameDev!

As an HR Manager, you will:

- Manage the employee lifecycle process: facilitate onboarding, complete onboarding and probationary period, conducting 1:1 meetings.
- Advise the management on issues of relations with employees, provide solutions;
- Keeping reporting documentation.
- Internal communication. Manage critical communications: identifying employee issues, engaging stakeholders, making decisions.
- Participate in internal corporate news and other materials.
- Support the culture and atmosphere of the company.

We are looking for someone who:

- Has some practical experience in HR (experience in IT or in outsourced/outstaffed companies would be a plus) or has completed relevant HR courses.
- Demonstrates such soft skills as flexibility and adaptability, the ability to speak the language of solutions, resilience, integrity, critical thinking, and proactivity.
- Can speak and write in English at an Upper-Intermediate level or higher.
- Has experience or theoretical knowledge of HR processes (e.g. onboarding, performance management, training, and development).
- Possesses strong planning and organizational skills.
- Exhibits customer focus.
- Demonstrates communication skills, curiosity, and proactivity.
- Shows strong organizational skills and independence.

*experience using Trello, Canva, Photoshop will be a plus.

We Offer:

- Remote work.
- Opening hours are from 10:00 to 19:00 (including a 1-hour lunch break).
- Paid vacation of 20 workdays per year; 10 workdays of sick leave per year.
- English lessons with a native speaker and interactive sessions with another teacher (exercises, quizzes, and other games in English).
- Corporate sessions with a psychologist, including 1–1 meetings, transparent communication, and feedback culture.
- Provision of necessary equipment.
- Public holidays are also days off.

- Corporate team-building events.
- A friendly team and a warm atmosphere filled with enthusiasts of the gaming world and cutting-edge technologies.

Контактна інформація

Контактна особа: MarianaLavriv

Сайт: <https://snoopgame.peopleforce.io/careers/v/137031-hr-manager>