



Crossvallia BH d.o.o.

HR Generalist

Crossvallia specializes in IT infrastructure, cloud computing, and security, providing IT services, experience and know-how for IT clients across the globe, most notably HAProxy Technologies. HAProxy Technologies is the company behind HAProxy, the world's fastest and most widely used software load balancer. Organizations rapidly deploy HAProxy products to deliver websites and applications with the utmost performance, observability, and security at any scale and in any environment.

The passion for what we do has no boundaries, our resilience is authentic and our courage is limitless when facing new challenges. We are proud of the culture we have built together.

We are proud of our people at the service of technology #TechforPeople.

The HR Generalist's primary role will be to support several HR functions including recruitment, performance management, training & development, employee engagement and compliance.

- Participate in the recruitment process - prepare and publish job posts, manage recruiter relationships, schedule interviews, conduct reference checks, maintain hiring documentation.
- Assist with employee onboarding/offboarding, performance plans, warnings and terminations. Onboarding/offboarding and communication as required with health insurance, payment processors, EOR providers etc.
- Provide and keep track of employee compliance training and documentation.
- Ensure accuracy and timely processing of HR administration (ie. compensation, insurance, and role changes).
- Organize and maintain employee data and documentation across the entire employee lifecycle.
- Respond to general employee concerns and requests, ensuring appropriate follow-up and responsiveness.
- Assist in organizing employee training and development initiatives.
- Promote HR programs and assist in the development of HR policies to create an efficient workplace while complying with local labor standards in various jurisdictions.
- Help maintain the HR entries in the wiki, updating records on HR procedures, processes, benefits etc.
- Undertake tasks related to performance management - organize and file documentation on current employees.
- Gather and analyze data with useful HR metrics (eg. time to hire, employee turnover rates).
- Maintain a good pulse on the market to identify trends or issues that may impact the overall health of the organization (ie. compensation, total rewards)
- Help organize team building activities and help promote & maintain a positive company culture.
- Contribute to other company initiatives and projects as needed.

What you will bring to this role:

- Degree in Human Resource Management or a relevant field

- 3+ years experience in Human Resources
- Fluent in English (C2 level)
- Extremely people-centric, with excellent communication and interpersonal skills
- Good understanding of the local and various international labor/employment laws is a plus
- Experience recruiting in the IT industry (best practices, trends, hiring campaigns, etc.)
- Good organizational abilities, responsible and self-motivated
- Attention to details & deadlines with the ability to work under pressure and to easily flow with changes to priorities and projects
- Experience working with payment processors and EOR providers such as DEEL is a plus!
- Ability to work independently in a fast-paced environment and handle multiple complex & confidential tasks
- Past experience in an Engineering or SAAS-based company is an asset

Lokacija: Remote/Bosna i Hercegovina

Datum objave: 01. Nov 2024.

Datum isteka: 01. Dec 2024.