



NV Group is global provider of services for the shipbuilding and offshore industry. Our company is positioned in a strongly growing maritime & offshore construction market for specialized offshore rigs and vessels. You can find unique competence in our four divisions: SHIPBUILDING, MARITIME SERVICE, OFFSHORE and TECHNOLOGY. We shall expand the workforce and seek for ambitious leaders and skilled workers to take part in projects.

Currently, we are looking for:

HR Specialist

Workplace:

Poland (Szczecin)

The scope of responsibilities assigned to the position:

- Independent management and recruitment of candidates for the following positions: fitter, welder, mechanic, etc.
- Active sourcing of candidates
- Daily cooperation with the company's managers, project managers and employees
- Reporting of current activities
- Comprehensive administration related to entering into, changing and terminating the employment contracts
- Archiving of HR and payroll documentation in accordance with legal requirements

The qualifications and personal skills we are looking for are:

- Economy, Sociology, Psychology education or skilled worker with work management experience;
- Minimum 3 years of working experience in: HR (preferred shipbuilding or production area);
- Excellent problem solving skills (ability to solve non-standard problems);
- Good work organizing skills, Independent, strong decision maker;
- Very good English language skills, both written and spoken;
- Work management and administration skills. MS Office (MS Word, MS Excel, MS Power Point, Sharepoint) and IT systems knowledge.
- Driving Licence (B)

We offer:

- Challenging and varying work in good work environment (small team);
- Competitive salary package;
- Opportunity for advancement for candidate with the right skills and attitude.

Are You ready for New Challenge? If you are qualified and interested in being considered as a candidate for this great opportunity, please submit your CV in English to us with your references: mpr@nvservice.no.

Please, include the following statement in your application: *"I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process (in accordance to the Personal Data Protection Act 29.08.1997 (Dz. U. z 2002 r., Nr 101, poz. 923 ze zm.)."*