

Turkey Jobs Expertini®

HR Specialist Turkey & MEA.

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Company: MANN+HUMMEL

Location: Kadıköy

Category: other-general

Job Description

Your Challenge

We are looking for a HR Specialist who will support the whole HR processes within Turkey (Head Office and Plant) and MEA (Dubai, Morocco and South Africa) region.

If you are open to work in a dynamic environment with lots of exposure to the local and international issues and eagerness to learn is one of your strengths, then this might be the right role for you!

Your main responsibilities;

Managing end to end employee journey from recruitment to leaving processes for all countries

Processing employees' queries and respond in a timely manner

Supporting the local and regional Management Team for all personnel related topics

Coordinating all recruitment processes for Turkey & MEA from A to Z

Coordinating all payroll processes with outsourced payroll companies for Turkey & MEA

Accordingly global C&B guidelines, implementing local processes within the region

Supporting learning & development activities, performance management and succession planning

Supporting Union collaboration and needed actions for plant

Supporting internal communication for healthy information flow within the company

Supporting all administrative tasks

Your Profile

University degree in associated disciplines such as Business Sciences; Organizational Management, Psychology / Social Sciences

Minimum 4 years of relevant experience as HR Generalist within the whole HR processes at international companies preferably in Automotive industry

Preferably experienced in Regional HR Support

Good knowledge of the Turkish labor law, preferably knowledge of labor law for MEA countries

Strong planning, follow-up and organizational skills with analytical approach

Ability to build & maintain relationships at all levels

High communication skills, written and verbal to effectively address all levels

Good knowledge of MS Office tools, reporting and presentation skills

Preferably knowledge of SAP SuccessFactors

Excellent verbal and written skills in English

Residing on the Asian side of Istanbul

Driving license, no obstacle to travel

Are you full of ideas? Are you keen to take on responsibility and really achieve something?

Then our doors are open to you. This company lives out its values, gives people the freedom to use their own initiative, and offers many development exciting opportunities and many exciting projects – all of which awaits you here.

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