

People Operations Specialist

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Company: Volt Lines

Location: İstanbul

Category: other-general

Volt Lines is a technology-powered mobility platform aiming to solve urban mobility problems. We view empty seats in traffic as both the cause of the problem and its solution. There are more than 50,000 buses in Istanbul operating at 9% efficiency, and we want to solve this problem. By making shuttle buses smarter, more efficient, and dynamic, we create an alternative transportation network that can replace even car ownership. Companies and other institutions can benefit from the Volt Lines transportation network for the daily commute needs of their staff.

We are looking for a People Operations Specialist to help us build and deploy forward-thinking solutions for the future of transportation.

Responsibilities

Responsible for payroll, legal notifications, and processes.

Preparing personnel files following legislation.

Execution of SGK processes.

End-to-end managing of the exit and entry processes.

Updating employee and organization information in the systems as HRMS, İşkur etc.

Working closely with the finance and accounting team.

Requirements

At least 4-5 years of experience in the field of People Operations

Open to learning and development.

Solution-oriented and possesses high planning ability.

Having strong communication skills and the capability to optimize operational processes.

Excellent command of English, both written and spoken.

Excellent knowledge of MS Office tools.

Having strong analytical skills with attention to detail.

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