

# Turkey Jobs Expertini®

## Senior Human Resources Specialist

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Company: Modanisa Elektronik Mağazacılık ve Ticaret A.Ş.

Location: İstanbul

Category: other-general

We are a global modest fashion e-commerce and retail company. We are currently operating in more than 100 countries and providing the content in five languages: Turkish, Arabic, English, French and German, by adapting to their local preferences. We bring fashion and technology together with the iconic brand and smart operations to create great value for our customers. We invest in each and every customer's experience. We strongly believe in putting people first – our customers, our teams, our partners. We are looking for new talents to join our People team as a HR Manager. Are you experienced in this field looking for a new challenge and likes to work within a dynamic, exciting, innovative, scaling-up working environment? You might be the one for us. What we expect from you: Managing the execution of outsource payroll and salary payment processes, Preparing and monitoring Human Resources annual budget, Implement and develop C&B structure and strategies aligned with the organization's objectives and requirements, Implement and manage reporting process for C&B and HR budget processes, Developing and improving all HR systems, Preparing HR periodic reports, Manage of recruiting, training, performance evaluation, career management, internal communication/motivation, wage management, etc. processes, manage onboarding and offboarding processes, conducting exit interviews, analyzing, and reporting, Implementing and executing recruitment solutions and process, Coordinating and organizing internal communication activities to boost employee satisfaction, motivation, and teamwork, Contributing to the preparation and implementation of HR procedures and policies, Working with department managers to understand the business needs and develop customized solutions & projects, Having strong relationships

and trust with leaders and employees to obtain a positive employee relationship and working environment, Preparing and presenting periodic and ad-hoc management reports. What we are looking for: Minimum 8 years of relevant experience in HR, Bachelor's degree in a relevant field, Experience in all HR function, Excellent verbal & written English skills, Having integrity and universal accountability, A strong team player who is committed to taking on a systematic and agile way of thinking, Knowledgeable in payroll and legal processes, Strong attention to detail, ability to prioritize workload and handle multiple tasks at once, Being proactive, innovative, creative, and able to think outside of the box, Experienced in team management. Powered by JazzHR

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