On behalf of our Client, a reputable, dynamically expanding global organization in the advanced technology sector (operating within an international matrix structure) , we are currently seeking an independent, proactive, and versatile HR expert to take full ownership of the HR function for their Polish subsidiary.

If you possess deep expertise in Polish labor law , feel comfortable navigating payroll and fleet management operations , and are eager to collaborate closely with the Group headquarters in Munich on global initiatives –this role is designed for you!

Work location: Warszawa Wola

Senior HR Generalist

Nr ref.: 407/6/2026/MI/269259/jobs.pl Warszawa (mazowieckie)

What we offer

- An exciting opportunity to shape a brand-new HR position within a reputable, globally expanding company.
- A highly supportive and collaborative international environment with a flat structure locally.
- An attractive salary and benefit package (healthcare insurance, company life insurance package).
- Premium health care package and transport tickets reimbursement.
- Hybrid working model (1 day Home Office per week).
- Prime location in Warsaw with excellent professional development opportunities.

Your tasks

- **Implementation of Global HR Procedures & Munich Collaboration:** Take full ownership of adapting, deploying, and embedding global HR strategies, workflows, and specific business initiatives from the Munich headquarters into the Polish subsidiary through continuous and close cooperation with the central team.
- **International HR Projects:** Actively participate in the design, development, and execution of strategic, global HR projects within the wider international matrix and Regional HR structures.
- **Support in Transformation & Change Management:** Act as a key driver and facilitator during organizational transformation, ensuring smooth transition management and alignment with business requirements.
- **Job Mapping & Grading:** Actively support management and the finance team in mapping, evaluating, and structuring local job profiles (wartościowanie stanowisk) to ensure internal equity and alignment with global standards.
- **Internal Communication:** Shape, drive, and manage transparent internal communication across all hierarchical levels to foster employee engagement and alignment during corporate shifts.
- **Payroll Support & Compliance:** Oversee the monthly payroll process in close cooperation with an external provider; ensure full compliance with Polish Labour Law, income tax, social security (ZUS), and OHS (BHP) regulations.

- **Vendor & Asset Management:** Coordinate the company car policy, handle day-to-day fleet requirements, and manage relationships with external service providers (healthcare, payroll, insurance).
- **Ad-hoc Talent Coordination:** Provide secondary, high-level oversight for essential recruitment and onboarding needs as required by local hiring managers (handled mostly as a minor, secondary responsibility)

What we expect

- Degree in HR, Business Administration, or equivalent.
- Several years of experience as an HR Generalist / HRBP within an international matrix organization.
- Proven track record in standalone HR roles or experience in building/optimizing HR processes from scratch.
- Strong experience in implementing corporate policies/procedures and driving change management or transformation projects.
- Good understanding of job mapping/grading concepts.
- In-depth, up-to-date knowledge of Polish labor law, income tax, and social security (ZUS).
- Business fluent written and spoken Polish and English (essential for daily cooperation with headquarters), knowledge of German would be a distinct advantage (supporting communication with the corporate center).

Employment agency entry number 47

this job offer is intended for people over 18 years of age