Looking to launch your HR career in an exciting, international environment? You don't need years of HR experience to make an impact - if you bring fluent English, strong Romanian, and a proactive, eager-to-learn mindset, we will help you master advanced HR systems from scratch. Join our Client’s team and start shaping great employee journeys from day one!

Junior HR Specialist with Romanian

Nr ref.: 166/7/2026/AK/269498/jobs.pl Kraków (małopolskie)

What you can expect from us?

- work in an international and well-known tobacco company
- starting salary: 7,425 PLN gross per month
- benefit system (OK system, Medical package)
- funding for the canteen - 270 PLN monthly
- flexible working hours
- **temporary contract**
- hybrid work (office in Cracow, Czyżyny)

Employment agency entry number 47

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

What will your tasks involve?

- being the first point of contact for employees, managers, and P&C partners
- providing comprehensive employee care services in the relevant market
- processing and resolving inquiries and transactions
- taking responsibility for regular follow-ups and updating information for the client, as well as providing guidance when initiating P&C processes and transactions
- operating the relevant software and systems

What we expect from you?

- eager to gain foundational experience and expand skills within HR and Talent Acquisition processes
- fluency in English and Romanian
- nice to have experience with SuccesFactors Employee Central
- excellent interpersonal and communication skills with a collaborative approach to problem-solving
- well-organized teammate who is comfortable with multi-tasking and setting own priorities