Are you looking for **new HR challenges** and want to build something from scratch?

For our client, we are looking for a candidate for the newly created position of **Allround HR Officer.** With the expansion of their Polish branch, our client is seeking an independent HR partner who will manage local processes on-site and help the company grow sustainably.

In this role, you will handle efficient recruitment and onboarding, as well as ensure that all processes comply with Polish labor law. You will work closely with the Polish Branch Manager and the HR team abroad.

If you know local regulations, are great at recruiting, and want to have a real impact on the company's growth – apply now!

Allround HR Officer

Nr ref.: 269/7/2026/AK/269604/jobs.pl Warszawa (mazowieckie)

What you can expect from us?

- Employment contract
- Work in an international environment
- Benefits package: (Health insurance, Multisport card subsidy, Group life insurance subsidy, Quarterly reimbursement for the Warsaw public transportation card)
- Modern office in Warsaw
- Possibility of hybrid work (after onboarding: 3 days in the office, 2 days from home)

Employment agency entry number 47

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

What will your tasks involve?

- Managing the end-to-end recruitment process (creating job ads, sourcing candidates, scheduling interviews, and preparing letters of intent).
- Coordinating internal recruitment efforts and collaborating with external recruitment agencies.
- Preparing employment contracts and maintaining HR/personnel documentation.
- Running onboarding processes and ensuring the smooth integration of new hires into the team.
- Managing the full employee lifecycle (from hiring to offboarding), including overseeing payroll processes and keeping HR system data up to date.
- Supporting managers and team leaders in people management, resolving employee relations issues, and developing soft skills.
- Actively shaping organizational culture through regular feedback and employee development initiatives.
- Designing and implementing HR policies tailored to the Polish branch (in close cooperation with the HR headquarters abroad).
- Monitoring market trends and changes in Polish labor law to ensure full regulatory compliance and competitiveness on the market.
- Supporting annual performance reviews and internal promotion processes.

What we expect from you?

- At least 3 years of experience as an HR Generalist, HR Officer, or in a similar People & Culture role.
- University degree, preferably in HR, psychology, business management, or a related field.
- Strong English skills (minimum C1 level) for daily communication in an international environment.
- Practical knowledge of Polish labor law and a basic understanding of payroll processes to cooperate with an external payroll provider.
- Experience in running recruitment processes independently, including direct sourcing and behavioral screening.
- Highly independent, with excellent organizational skills, attention to detail, and a proactive attitude.
- Excellent communication skills and the ability to build trust-based relationships with employees and managers.
- High level of professionalism, confidentiality, and responsibility when handling sensitive information.
- DISC certification (or similar behavioral assessment tool) or experience with Learning & Development (L&D) initiatives is a strong plus.