On behalf of our Client – an international company in the Smart City and urban mobility technology sector, part of a global US-based group – we are conducting a confidential recruitment process for a **HR Operations Specialist**. This is an opportunity for professionals seeking stable employment in a modern organization that offers full flexibility, 100% remote work from anywhere in Poland, and daily use of foreign languages.

As an HR Operations Specialist in the Platform Team, you will manage the full employee lifecycle—from onboarding to offboarding—and serve as the primary contact for HR inquiries. Reporting to the HR Operations Manager, you will collaborate with the wider HR team and managers to deliver an exceptional employee experience.

HR Operations Specialist

Nr ref.: 320/8/2026/KB/270193/jobs.pl Łódź (łódzkie)

What you can expect from us?

- 100% Remote Work – complete freedom to work from anywhere in Poland.
- Flexible Working Hours – adaptable schedule to help you maintain a healthy work-life balance.
- Comprehensive Health & Wellbeing Package: Private medical care (Medicover), mental health & wellness platform (Medi Life), and MultiSport card.
- Global Exposure & Impact: Opportunity to work in a international, fast-growing company in the Smart City / Mobility Tech sector.
- Modern Toolstack: Hands-on experience with top-tier systems like Workday and ServiceNow.
- Collaborative Culture: Flat hierarchy, supportive team, and a strong focus on continuous learning and employee experience.

Employment agency entry number 47

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

What will your tasks involve?

- Manage the end-to-end employee lifecycle processes, including onboarding, contract management, job changes, and offboarding.
- Maintain accurate and up-to-date employee data in our HRIS (Workday), ensuring data integrity and confidentiality.
- Act as the first point of contact for employee and manager queries on HR policies, procedures, and benefits, providing timely and accurate guidance.
- Administer employee benefits programs and support related inquiries.
- Prepare and generate regular and ad-hoc HR reports on key metrics such as headcount, turnover, and diversity.
- Ensure all HR administrative processes are compliant with local labor laws and company policies.
- Collaborate with the broader HR team on projects related to process improvement, system enhancements, and employee experience.
- Manage HR audits by providing necessary documentation and records.
- Stay up-to-date with new payroll legislation and regulatory changes, assessing the impact on the organization and implementing necessary changes.

- Develop and maintain HR procedures, templates, and process guides to improve efficiency and consistency.

What we expect from you?

- Proven experience **(2+ years)** as an HR Operations Specialist, HR Administrator, or in a similar HR role.
- Fluency in **English** is required. Proficiency in other European languages (e.g., **German or French or Spanish**) is must have.
- Solid understanding of HR processes, employee lifecycle, and general knowledge of labor law principles.
- Advanced proficiency with HRIS systems (experience with Workday and ServiceNow is a plus) and MS Office, especially Excel.
- Experience in a fast-paced, multi-national company is required.
- Relevant educational background in Human Resources, Business Administration, or a related field is preferred.
- Employee relation, Reward, HR Technology experience is a plus.
- High level of integrity and confidentiality.
- Excellent organizational skills and strong attention to detail.
- Strong analytical and problem-solving skills.
- A customer-centric mindset with a passion for delivering a great employee experience.
- Ability to work independently and as a collaborative team member.
- A proactive, positive, and enthusiastic approach to your work.