Our client is a global leader and trusted brand operating in the business services and advanced technology sector, known for driving innovation and supporting international operations across Europe. To strengthen their dynamic HR team, we are looking for an experienced and proactive
HR Business Partner / HR Coordinator. If you thrive in a fast-paced environment, love working with people, and want to play a pivotal role in shaping organizational culture and HR processes—this opportunity is for you!

HR Business Partner / HR Coordinator

Nr ref.: 340/9/2026/JP/270594/jobs.pl Gdańsk (pomorskie)

What you can expect from us?

- Attractive compensation: competitive base salary aligned with your experience, topped with an annual performance-based bonus (up to 15% of your annual income)
- Health & security: fully employer-funded comprehensive medical package (Medicover Health Extra Partner) and group life insurance (UNIQA), interchangeable with points on the MyBenefit Cafeteria platform
- Professional growth: continuous learning through language courses, specialized HR & leadership development training, and access to the Skillboost e-learning platform
- Commute & comfort support: co-funded public transport or access to a shared parking card
- Work-Life balance & perks: additional holiday allowance ("Wczasy pod gruszą") when taking 14 consecutive calendar days of leave
- Impactful role & culture: opportunity to drive real change, implement process improvements, and work within a supportive, international environment in close cooperation with European HR leadership.

Employment agency entry number 47

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

What will your tasks involve?

- HR process coordination: end-to-end oversight of key HR processes, including Recruitment, Training & Development, Employee Lifecycle, Performance Management, Onboarding, Offboarding, HR Administration, and Employer Branding
- Team & workload management: distribute workload effectively within the HR team to maintain operational excellence
- Business partnership: act as a trusted partner for People Managers to help execute the overarching People Strategy
- Subject matter expertise: serve as an expert in HR service delivery, ensuring full compliance with local labor legislation and company standards
- HR controlling & data integrity: manage, analyze, and process employee data precisely and confidentially in HR systems (ADP / Workday), ensuring high accuracy and timely updates
- Employee relations & query resolution: address and resolve employee queries efficiently, maintaining positive employee relations and promoting corporate culture
- Process improvement & strategy: identify process enhancements, participate in their implementation, support the development of HR policies, and assist the Senior HR Manager with ad-hoc strategic projects.

What we expect from you?

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- Experience: minimum 5+ years of hands-on experience within an HR Department with deep proficiency in personnel administration and core HR functions
- Language skills: business fluent in **English (C1)** to easily communicate in an international environment
- Technical proficiency: strong command of MS Excel and practical knowledge of HCM tools (e.g., Workday, ADP)
- Business acumen: ability to understand stakeholder needs, prioritize effectively, and foster cross-organizational collaboration
- High level of ownership, self-reliance, and strong problem-solving abilities
- Excellent communication, stakeholder management, and cross-team collaboration skills
- Analytical approach with the ability to prioritize tasks and manage parallel HR projects effectively.