Are you ready to join a brand that has truly helped shape the modern world? We are currently partnering with a globally renowned, prestigious organization that is committed to being a force for progress. They are opening an exciting new chapter by growing their Global Capability Centre (SSC) in the heart of Kraków - a key hub designed to drive operational efficiency and deliver exceptional services globally.

This is a unique opportunity to join a multi-year transformation program and a high-performing culture where individuality is valued, and diverse perspectives fuel innovation.

As a HR Advisor, you will support end-to-end HR processes for the German market, ensuring accurate, compliant, and timely execution of operational HR activities across the entire employee lifecycle. We are looking for someone with an appetite for cross-process collaboration and continuous learning beyond a single HR stream.

HR Advisor with German

Nr ref.: 334/10/2026/PW/271134/jobs.pl Kraków (małopolskie)

What you can expect from us?

- contract of employment,
- an annual bonus based on financial results and employee performance,
- employer-financed private healthcare (LuxMed) with options to purchase additional packages,
- group life insurance,
- additional vacation days based on your length of service,
- hybrid work model (3 days from home and 2 days from the office),
- Internet and electricity allowance for remote work (100 PLN gross per month),
- subsidy for extra-curricular activities via the myBenefit cafeteria system or Multisport cards (100 PLN gross per month),
- subsidy for glasses or contact lenses worn for work (up to 600 PLN gross every two years).

Employment agency entry number 47

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

What will your tasks involve?

- handles various day-to-day administrative tasks, including maintaining personnel records, processing paperwork, and managing HR-related information systems,
- ensure compliance with labor laws, regulations, and ethical standards while designing processes and procedures,
- resolve employee requests (incl. complaints) and analyze and report on human resources metrics, trends, and issues,
- provide guidance on best practices, and lead or participate human resources projects,
- overseeing HR End-to-End Operations Processes,
- manages and resolves complex employee and Line Manager issues and escalation,

- ensuring compliance with labor laws & local regulations (DE scope),
- handles various administrative tasks, including maintaining personnel records, processing paperwork, and managing HR-related information systems,
- developing and implementing HR policies and programs,
- people partner also act as a trusted advisor to both employees and management, collecting and analysing HR data, and providing guidance to foster a positive and productive work environment & high-quality HR service delivery,
- executes transactions according to guidelines and timelines to meet SLA targets. provides process training to ensure operational delivery within the team, adjust existing processes to implement process improvement and CI standards.

What we expect from you?

- working in HR service delivery fort the D/A/CH cluster (min. 3 years),
- experience on working with ticketing tool: SNOW, workday, SAP,
- experience in process ownership and process design,
- experience in German HR End-to-End Operations Processes, labour law knowledge,
- experience in managing and resolving complex employee requests from the HR service delivery perspective.