



To reinforce our HR team we are seeking an

HR EMPLOYEE SERVICES SPECIALIST

[all genders]



Vincotech

The position is based in Europe (Bicske, Hungary, flexible option to home office), occasional business travel.

Vincotech is the go-to source for power modules that drive motion control, renewable energy, and power supply applications. We work hard to deliver off-the-shelf and made-to-order products to meet all our customers' needs.

Fast and flexible is our motto. Everything we do gets done with the future in mind. This is where you come in.

Join us, a successful market leader and reliable partner, to help build a better tomorrow with sustainable technologies. Let's make an impact together.

Headquartered in Unterhaching near Munich, we also own and operate a plant in Bicske, Hungary, and maintain sales offices around the world. Our global team of 900 people welcomes you to Vincotech, a Mitsubishi Electric Corporation company.

Your skills are in demand. We need you to:

- / Provide excellent employee services to internal customers' utmost satisfaction
- / Handle employee onboarding and offboarding
- / Maintain physical and electronic staff-related records and documents
- / Manage and update working hour records in the time and attendance system
- / Prepare and submit the information needed to execute monthly and annual payroll process
- / Deliver labor, wage and social insurance data to our payroll services contractor
- / Handle complaints, solve problems and answer questions for employees
- / Liaise with external parties such as recruiters, payroll services, government authorities and the like
- / Help develop and drive HR processes

Your credentials are persuasive. You have:

- / At least two years' HR-related experience
- / A working knowledge of MS Office with proficient Word, basic PowerPoint and at least intermediate Excel skills
- / Intermediate English skills with the ability to speak and correspond when necessary
- / Experience working with SAP SF Employee Central is a plus, as is a basic knowledge of Labor Law

You are:

- / A persistent problem-solver with a high tolerance for monotony
- / Meticulous, thorough and precise

Join us and take this opportunity to:

- / Be part of a company, which is a key enabler of efficient and affordable energy use everywhere, which is one of the most important megatrends of our society and a necessity for generations to come
- / Drive change and have a direct impact on future business and the future of Vincotech
- / Be part of a motivating company culture where flat hierarchies and quick decision-making are realities rather than wishful thinking
- / Find long-term career prospects, an attractive salary and very good benefits – all this can be part of your priority package at Vincotech

We welcome your application and look forward to discussing how Vincotech can become your next career choice.

Vincotech Hungária Kft.

Kossuth Lajos u. 59 | 2060 Bicske | Hungary
job@vincotech.com | www.vincotech.com



Vincotech