

HR Assistant (346700) – full time role for AMAZON

Job Description

At Amazon we believe that every day is still day one.

A day to take a first step. A day to look forwards to new challenges. And today is that day for you. It's your day to be part of something great. A day to make your ideas come to life. And your day to join a company that redefines itself every day. That's the energy and passion behind Amazon. At Amazon, we're working to be the most customer-centric company on earth. To get there, we need exceptionally talented, bright and driven people. Amazon is one of the most recognizable brand names in the world and we distribute millions of products each year to our loyal customers.

Our overall mission is simple: we want Amazon to be the place where our customers can find, discover and buy anything online. Whatever our customers want, we will find the means to deliver it. With your help, Amazon will continue to enable people to discover new worlds. This is your chance to make history.

We are looking to hire a talented and committed full time **HR Assistant (m/f)** to provide HR administration support to of our new Fulfillment Center (FC) in Prague-West, Dobroviz. The HR Assistant reports into the HR Business Partner. The HR Assistant is an exciting opportunity that will assist in a variety of duties in the Human Resources Department centered around creating a positive environment for employees. The areas of responsibility include: Employee Relations including start-up meeting communications and leadership of the Associate Activities committee as well as ownership of visual communications for the facility. This individual must take a hands-on approach and be comfortable communicating with all levels of management and employees, both internal and external to the FC.

Key responsibilities

- Act as a liaison between associates and leadership team to resolve issues
- Answer frequent employee questions regarding payroll, benefits, scheduling, etc on day and night shifts
- Timely follow up with employees, area managers, agencies, and Amazon payroll department on any issues or concerns
- Provide administrative support for HR Manager, General Manager, and Sr. Ops Managers
- Partner with Operations to investigate basic employee concerns and foster positive employee relations across the site through effective conflict resolution
- Own the development, implementation, and maintenance of a site-wide HR visual communications plan;
- Assist with creation of HR materials and communication vehicles
- Administration of all filing and HR related paperwork processing
- Direct all phone and foot traffic
- Stock and maintain associate labs and kiosks
- Coordinate all temp to hire conversions and direct hire paperworkCoordinate interview schedules and any direct hire recruiting efforts
- Process monthly recognition programs (e.g., birthdays, anniversaries, associate of the month) and other recognition programs as directed.
- Assist with administration and execution of new hire orientations
- Assist with development of HR metrics and reports
- Lead the development and of an associate activities committee
- Direct additional projects as assigned

Basic Qualifications

- Bachelor's degree or higher
- Previous work experience in Human Resources or Recruitment, ideally within a large scale Customer Service or Operations based environment
- Basic knowledge of Czech employment / labor law
- Ability to maintain strict confidentiality regarding all employee issues and concerns
- Ability to independently handle multiple projects and deadlines, and be flexible to help cover other HR issues as they arise
- Must be available to work overtime, and provide shift-related support
- Fluency in both Czech and English; both verbally and written

Preferred Qualifications

- Proficiency in MS Office (Excel, Word, Outlook, PowerPoint) and HR systems (e.g. PeopleSoft, Kronos/AT Server, or some time collection system)
- Outstanding interpersonal skills: must display patience, humor and helpfulness at all times front line of employee issues
- Ability to adapt well to and desire to thrive in a fast-paced, growing environment with changing circumstances, direction, and strategy

About our rewards

We'll expect you to go the extra mile, but we'll also make sure you're well rewarded. As well as a competitive salary, stock units and site performance-related pay potential, we offer a whole host of other benefits, including an employee discount.

Additionally, you will find yourself in a stimulating environment where you can develop processes as well as yourself as an individual by working with some of the best and brightest minds in the industry. Our rapidly growing organization offers also many opportunities for building a diverse and rewarding career.

Sounds interesting? We are waiting for your application!

Please apply online: <http://www.amazon.jobs/jobs/346700/hr-assistant-talent-pool-prg>
We will contact you soon!

Amazon is an equal opportunities employer. We believe passionately that employing a diverse workforce is central to our success. We make recruiting decisions based on your experience and skills. We value your passion to discover, invent, simplify and build.

By submitting your resume and application information, you authorize Amazon to transmit and store your information in the Amazon group of companies' world-wide recruitment database, and to circulate that information as necessary for the purpose of evaluating your qualifications for this or other job vacancies.