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Human Resources Specialist / Europe (Italy) - Lisboa (M/F)

Organization: Bosch Security Systems S.A. | Location: Lisboa | Functional Area: Human Resources |

Level: University Graduates | Date: 14.03.2016 | Reference no.: PT00002040 |

Nation: Portugal | Region: | Department: HRS-EU | Salary Level: | Additional Salary Information:

Do you want beneficial technologies being shaped by your ideas? Whether in the areas of mobility solutions, consumer goods, industrial technology or energy and building technology – with us, you will have the chance to improve quality of life all across the globe. Welcome to Bosch.

Bosch Security Systems - Security Systems, SA belongs to the business unit of Bosch Security Systems, a name associated with technology, innovation and quality. Concentrated in the production of video cameras, monitors, digital recorders and accessories for security systems, this unit of Bosch in Ovar, provides training and continuing professional development and opportunity.

Your contribution to something big

The HR Service Europe (HRS-EU) has been established as the first cross-border HR Service within Bosch, offering mainly administrative back office HR support. HRS-EU is operated in Lisbon, Portugal.

Very soon, we will establish Services for our Bosch HR organization in Italy. Therefore, we are looking for you to join us in order to be part of the project. Your responsibilities will be the following:

- ▶ Administrative process support for our Bosch internal HR Colleagues in Italy
- ▶ Mainly HR processes administration & HR master data handling
- ▶ Maintenance and control of personnel files (physical and electronic)
- ▶ Preparation of reports
- ▶ Interface to authorities

What distinguishes you

- ▶ First academic/practical experiences within Human Resources
- ▶ Good communication & language skills - Italian and English or Portuguese mandatory, additional languages as an advantage
- ▶ Affinity to work with IT tools (e.g. SAP HR, MS Office)
- ▶ Team orientation & high sense of customer orientation

Please submit your CV in English.

The starting date will be December 1st 2016.

Make it happen.

Contact HR Department: Ana Correia, Tel.: +351(21)8500-140