



## Junior HR Specialist with Dutch

Location: Wroclaw

### Main objective of role

- Providing proactive administrative support to employees of BD via phone and email
- Answering inquiries and resolving problems of basic to moderate complexity
- Actively re-directing incoming callers to self-service options through call scripts
- Supporting clients with being self-sufficient by teaching them how to use direct access tools and the knowledge management portal
- Building good relationships with the customers
- Managing computerized system for tracking and information gathering
- Executing standard processes in Workday system

### Requirements

- Very good knowledge of English
- Very good command of Dutch is a must
- 1-2 years related experience in a customer service environment (HR call center experience is desirable)
- Excellent oral and written communication skills
- Ability to resolve routine problems and questions independently
- Ability to pay close attention to details and use time effectively
- Multi-tasking capabilities to manage several caseloads
- Experience using a Human Resource Information System is desirable, especially Workday

### We are offering

- Working in an international company, first-in-class in its business area
- Opportunity for professional growth - challenging and rewarding work with dynamic, international team
- New, modern offices in the city center developed to work and live healthy lives
- Friendly work environment and healthy oriented culture (healthy food, sport activities, participation in pro-health actions and events, charity initiatives)
- Competitive compensation and motivation system
- Great benefit package (e.g. health insurance, medical care, lunch vouchers, sport /entertainment bonus)

If you are interested please apply directly:

[https://bdx.wd1.myworkdayjobs.com/EXTERNAL\\_CAREER\\_SITE\\_POLAND/job/POL-Wroclaw---Srubowa/Junior-HR-Specialist-with-Dutch\\_R-05585](https://bdx.wd1.myworkdayjobs.com/EXTERNAL_CAREER_SITE_POLAND/job/POL-Wroclaw---Srubowa/Junior-HR-Specialist-with-Dutch_R-05585)