

Bain & Company

Poland

HR Manager

BAIN & COMPANY - Warszawa, mazowieckie

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Headquartered in Boston, Massachusetts, global management consulting firm Bain & Company has offices in 30 countries. The company was est...

Overview

Based in our **EMEA Shared Service Centre** (SSC) in Warsaw, the HR Manager has a central role in the SSC office, providing professional HR advice and support to all areas of SSC Operations. Specific responsibilities include recruiting and induction of new hires, training and PD for SSC staff, designing and ensuring the consistent application of HR policies and procedures, managing employment issues, providing employee relations and employment law advice and guidance to the Leadership Team. The role encompasses supporting the leadership team in hiring, motivating, mentoring and retaining SSC staff, which is paramount for the success of the SSC. Key performance indicators are (non-exclusive list):

- Time required to fulfil vacant SSC positions
- WWFS scores (Office employee satisfaction for the FMFA SSC)
- Attrition rate (SSC operation teams)
- Absenteeism ratio (SSC operations teams)

The EMEA SSC HR and Recruiting Manager is expected to operate **fluently in English** at C2 level (or Cambridge Certificate of Proficiency in English) and Polish. Fluency in additional EMEA languages is desirable, but not critical for the role.

The EMEA SSC HR and Recruiting Manager will build a strong service-oriented HR/Recruiting team to support SSC operations and management.

Responsibilities

Recruitment and selection

- Coordinate SSC recruitment process for all teams
- Manage relationships with recruitment agencies
- In conjunction with SSC Management **recommend** selection criteria, and review applications
- Screen and interview candidates, in conjunction with SSC Management. Agree and generate interview notes
- Coordinate with Global HR 3rd/final round