



To reinforce our HR team in Bicske near Budapest, we are seeking an

## HR EMPLOYEE SERVICES SPECIALIST

[all genders]



Vincotech

Headquartered in Unterhaching near Munich, Germany, we also own and operate a plant in Bicske, Hungary, and maintain sales offices around the world. Our global team of more than 700 people welcomes you to Vincotech, a Mitsubishi Electric Corporation company.

We ambitiously tackle the surging demand for efficient power conversion. Our innovative power modules bring our customers' best ideas to life and facilitate market-leading, energy-efficient applications. With speed and flexibility, we improve people's lives around the world and create a sustainable future. We attribute our international success to our **unstoppable team**.

Our amazing employees leverage each other's strengths and support one another unconditionally to succeed together. **Every individual is key to our exceptional performance**. Each is appreciated and empowered to make the most of their potential. We are motivated and rightly so, for our work is **impactful**.

Our promise to you is clear: **We bring our customers' best ideas to life**. Join us and **empower meaningful ideas**.

### To make the best out of your work, 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
- / Cooperate with external parties such as recruiters, payroll services, government authorities and the like
- / Help develop and drive HR processes

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LET'S EMPOWER MEANINGFUL IDEAS!

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## You are a good fit, if you have:

- / At least 3 - 5 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
- / Persistent problem-solving skills with a high tolerance for monotony
- / The mindset to double-check and fine-tune every task

## Join us and succeed in a winning team:

- / 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 and enjoy an attractive salary and excellent benefits

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