



Join us - realise your potential!



As the market leader in Clinical Research, Quintiles helps to improve healthcare world-wide by providing a broad range of professional services and partnering solutions to the pharmaceutical and healthcare industries.

As part of our expansion we are looking for a highly motivated

HR Coordinator (English & Dutch speaking) [Job # 1417103]

HR Coordinator (English & German speaking) [Job # 1412209]

to join our team in Bratislava.

HR Coordinator in Quintiles

- Develops strong and effective team relationships with HR specialist functions / Centers of Excellence
- Tracks and reports HR departmental budgets and expenses as applicable
- Provides portions of new employee orientation where appropriate under direction of senior team members
- Supports and participates on teams handling employment legislation, compliance, HR systems, practices and procedures
- Provides support and participates on teams for the day-to-day development and implementation of new local and global HR initiatives
- Generates standard reports and analyses as requested by other HR team members.
- Supports and participates on teams in the recruitment and selection process where appropriate
- Operates as first point of contact for basic management of HR-related queries and issues

The ideal candidate profile

- Excellent verbal and written communication skills in English as well as in Dutch/German
- Very high degree of discretion and confidentiality & Strong attention to detail
- Ability to prioritize, organize and manage projects + experience in administration cca 1 year working with database / documents
- Previous experience in HR / Administration is an advantage

Apply now!

<http://www.quintiles.com/careers>

Or contact directly our recruiter:

Ingrid.kirs@quintiles.com