

We are looking for a HR Generalist

The 360 Code Lab will be part of the Austrian based 360 Lab (360-lab.com), which develops innovative products and services and optimizes existing business models for their market conformity. Due to the increasing need for software development within the myWorld ecosystem, an offshore development center will be opened in the heart of Warsaw in 2019 – the 360 Code Lab. The aim of the 360 Code Lab is to develop state of the art technologies and to make ideas become reality. True to the motto: "Be different in order to generate great results", dedicated technology enthusiasts, lateral thinkers and code poets will work together to master even the most complex technical challenges. In short, the 360 Code Lab will be a place where motivated developers will be working on cutting edge projects in a super modern office in the Warsaw Spire Tower.

Main Activities

- Responsible for high-volume full cycle recruitment
- Take full ownership of vacancy approvals
- Advertise positions on job boards
- Liaise with recruitment agencies & develop relationships
- Develop the recruitment process & strategy collaboratively with the Managing Director
- Find innovative ways to source candidates effectively
- Responsible for interviewing candidates
- Administer HR-related documentation
- Be the first point of contact for employees
- Ensure the implementation of standards & roll out of new projects
- Develop HR tools & processes
- Implement the HR software
- Lead talent acquisition, learning & development, employee engagement, employee experience, talent management & HR Information systems
- Ensure that working directives, data protection law, legal & safety-related guidelines as well as employee health protection measures are followed, observed & carried out
- Establish flowing communication & relationships with relevant stakeholders across the business

Skill Requirements

- Degree in Human Resources, Business or similar
- 5 years' experience within a similar position
- Experience in high-volume recruitment within the IT/Tech industry
- Experience of developing, implementing & overseeing HR operational projects
- Adept at problem-solving, including being able to identify issues and resolve in a timely manner
- Excellent communication skills, both written & orally
- Fluent in English & Polish
- Ability to work autonomously in a fast-paced environment
- Must be competent with Microsoft Office

Benefits



Monthly
team-dinner



Flexible
working hours



Free breakfast
service



Monthly Mario
Kart challenge



Free
in-house gym



Opportunity to
travel abroad



Software develop-
ment projects for
global markets



Involvement in
whole develop-
ment cycle



English lessons



Private
healthcare



Young, talented
and motivated
team



Internal and
external
trainings

We are burning to break new ground, break traditional thinking patterns and implement creative solutions. We are looking for people who want to shape our company and make a difference, and for whom a responsible, respectful togetherness is a matter of course. If you can identify with that, you're well on the way to starting a long-term career with a successful, internationally expanding company. Send your application and CV to: office@360codelab.com or use the apply **button** below.

[Apply now](#)