

Starbucks

Job Title:	HR Operations Specialist
Job Description:	We believe work is not a place, but rather a thing you do. Our technology revolves around this core philosophy. We are relentlessly committed to helping people work and play from anywhere, on any device. Innovation, creativity and a passion for ever-improving performance drive our company and our people forward. We empower the original mobile device: YOU!
Specific responsibilities:	<ul style="list-style-type: none">- Maintenance of Employee Benefits and support employees with all benefits related matters- Maintaining all employee-related documents and files- Responsible for pre-onboarding and 1st-day onboarding of new colleagues- To oversee the whole relocation and immigration process, including Communication with our external vendor about new relocations and Visa prolongation- Support our Talent and Acquisition team with foreign employment specifics- Daily communication with our HR shared service center and other Citrix departments including payroll and external vendors- Be the subject matter expert for Czech-related specifics inside the Citrix HR team.- Identify improvements and areas to automate within our HR processes, propose innovations and drive project implementation.- Be the go-to person for employees when they need more complex assistance
Qualifications:	<ul style="list-style-type: none">- Relevant experience in HR operations / Administration- Proficient in English and Czech- Solid knowledge of Czech Labor code and regulations
Education	<ul style="list-style-type: none">- University degree, ideally in a mobile app development-related field of study.

	<ul style="list-style-type: none">- Strong ability to build relationships and communicate effectively cross-functionally- High level of responsibility, accuracy and ownership- Ability to manage ambiguity and fast-paced change- Knowledge of immigration law as an advantage- Team player with a sense of humor :-)
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