

Contact

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Top Skills

Recruiting
HR Consulting
Human Resources

Languages

English (Full Professional)
Finnish (Limited Working)
Hungarian (Native or Bilingual)
German (Limited Working)
French (Limited Working)
Latin (Elementary)

Judit Galambos

Senior HR Specialist with a proven professional background.
Budapest, Budapest, Hungary

Summary

Experienced Freelance Recruiter & Office/Facility Coordinator with a demonstrated history for working more than 10 years in the human resources industry (I was also responsible for all facility and office coordination-management related tasks), having the right combination of relevant staffing experience, communication skills, and high levels of organization that makes me a superb versatile candidate, who can handle the many facets of the roles. I take great pride in my work and never submit anything I believe to be anything but my very best. Based on my experience, I am certain that I would perform excellently in HR/Office/Facility-related roles. Strong human resources professional with an Economist degree, major focusing in Human Resources Management and Coaching; SHL and other Hiring tests preparing certified, skilled in Management, Interviewing techniques, Business Development, Organizational Development, Employer Branding, HR Advisory, End-to-End Recruiting, and also Headhunting.

Experience

Freelance Headhunting, Btech Hungary Ltd.; Vodafone; Young & Rubicam Budapest

Freelance Headhunter; HR Specialist; Office Manager; Expert
January 2016 - Present (6 years 8 months)
Budapest, Hungary

- Responsible for overall white & blue-collar recruitment and selection within the Hygienic, IT and Engineering, Finance, Logistics, Marketing/ Sales, HR, Tourism and in the Retail sector
- Taking care and being responsible for the end to end Hygienic Project, coordinating labor conscription (searching, headhunting, recruiting potential candidates for and from the medical sector
- Interacting with clients and understanding the requirements

- Coordinate HR transactions including new hires, compensation changes, status change request forms, and handling employee transfers and exits
- Creating and Maintaining HR database of prospective candidates and employees, ensuring that data is 100% accurate for all employees
- Accurate maintenance of all employee files, both for existing and past employees
- Sourcing talent through Job portals/ social media/ private network and database
- Referring to the Internal Database, Employee referrals, etc.
- Headhunt, search, interview, test and hire for various positions
- Scrutinizing, rescreening, short-listing candidate
- Providing complete, accurate, and inspiring information to candidates about the company and position
- Scheduling & coordinating the interview between Candidate & Client
- Performing detailed reference checking and/or reference analysis on selected candidates and reviews results with clients
- Taking feedback after interviews
- Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports, Produce weekly and monthly global HR reports
- Schedule training courses, preparing course materials where required
- Job Porting & Bulk Mailing
- Execute payroll related administration; prepare all data required for the payroll, taxation, etc.
- Run and support the Front Office and Back Office by delivering administrative support, and by organizing a quality reception environment which projected the desired corporate image to our internal and external visitors,O.Management
- Organize company events

Sigma Kudos

HR/ Recruitment Specialist

January 2012 - March 2015 (3 years 3 months)

Budapest

- Responsible for the company's whole HR activities
- Manage all (end-to-end) recruitment/selection procedures
- Contacting and updating the chief management on a daily base about the HR / Recruitment progresses/processes
- Taking active part in creating and improving recruitment policies and practices
- Prepare tests, and other recruitment supporting tools to ensure the smooth run of the selection procedures within the company

- Responsible for the Employee Referral Program
- Searching, Headhunting, Interviewing (phone IV as well), Hiring candidates
- Organizing advertisements and job fairs, special company events like Innovation day, responsible for training procedures
- Maintaining contact with main Universities
- Keeping contact with employees, agencies, and other internal and external clients of the company on a daily base
- Provide professional HR consultancy for colleagues as well as for candidates
- Checking incoming HR-related invoices
- Organizing work and residency permits with the outsourced company
- Administrating employment-related files
- Prepared reports about ongoing HR processes
- Company branding / HR marketing / Social Media
- Office Management
- Responsible for all company-related events

Unisys Global Services Hungary

HR Recruitment Specilaist

2010 - January 2012 (2 years)

- Manage the end-to-end recruitment/selection procedure;
- Dealing with general HR processes, planning and building up HR Strategy
- Taking active part in creating and improving recruitment policies and practices
- Manage international, overseas HR strategy telephone and video conferences
- Responsible for new joiners, coordinate on-boarding - and off-boarding procedure
- Monitoring and follow-up on candidate status according to SLAs
- Keep contact with employees, hiring managers, agencies, and other internal and external clients of the company on a daily base
- Organizing ACs and interviews, interviewing candidates (SHL certified)
- Organizing advertisements and job fairs, responsible for training procedures
- Maintaining contact with main Universities
- Preparing offers and employment contracts, maintain all employment related data
- Preparing reports and KPIs
- Checking incoming HR related invoices
- Organizing work permits with the outsourced company
- Administrating employment related files
- Prepare reports for the Management
- Company branding / HR marketing

NCR

EMEA Sr.HR Staffing Specialist

January 2008 - December 2009 (2 years)

Budapest, Global HR

- Manage the end-to-end recruitment/selection procedure; search, interview, test and hire around 130 It /Engineering, and Financial professionals from graduate level up to managing/ directing positions to the newly established support centre; help implementing global processes into the new SSC
- Support & update the management and the global HR team on the whole selection and other HR processes
- Assist in building up the HR strategy for recruiting, and administrate all HR related matters
- Keep daily contact, with HR agencies, regular contact with the Payroll agency, cooperate with external training suppliers, liaise with Law firms and other Official Organizations,
- Deliver the Entrance and Exit process in line with legal legislation, administrate and coordinate all related processes including data changes, contracts, cafeteria, company benefits, timesheets, sick leaves, vacations; also prepare reports for the monthly payroll and execute the monthly payroll calculations, smoothly handling Hr related-, candidate & employee database/ personal files, in order to ensure efficient on-boarding of new joiners and existing colleagues
- Keep contact with employees and other internal and external clients of the company on a daily base; support them in HR related issues and other various types of queries by delivering professional 1st point of HR consultancy
- Provide help for foreigner colleges about the Hungarian Labour Law, and other important information
- Organise Open events, Workshops, Trainings and Assessment Centers, participate on Job Fairs, and arrange student meetings at Universities
- Prepared reports for the Management, and for the smooth run of the HR department

ProfiPower; Mayer & Field Consulting; UNHCR

Senior HR / Recruitment Specialist & Consultant

January 2005 - January 2008 (3 years 1 month)

Budapest

- Managing and administrating the whole recruitment process (Responsible for overall white & blue-collar recruitment and selection) within the IT and Engineering, Finance, Logistics, Marketing/ Sales, HR, Tourism and in the Retail sector

- Induction of cafeteria system into the organization
- Hold trainings for university graduates about multinational companies, job market, etc.
- Participate in Assessment Centers (SHL certified AC coordinator)
- Prepare candidates for interviews by providing them detailed information about business strategy, job descriptions, and expectation; give feedback about their performance
- Arranging for personal interview on short listing, having good co-ordination with the client arranging the final interview
- Co-ordinating with the company and with candidates after company selects the candidate
- Participate on Job Fares
- Take senior part in big projects
- Keeping excellent contact with existing clients
- Building up good relationships with new clients
- Business development, Targeting potential clients; Cold calling companies to generate more business for the recruitment agency

Diageo

Customer Spend Controller, Facility Coordinator

January 2001 - January 2005 (4 years 1 month)

Budapest, London, Leeds, Glasgow, Geneve

2003-2005 Customer Spend Controller:

- My role was to provide finance support to all migrated markets, managing all Customer Spend (e.g. Advertising and Promotional, CRC, cloaking) spend within the sales ledger for Diageo's European Business in the SAP system operated by DBSC
- Also building up and maintaining relationships with Customer, Sales teams and Finance in the Diageo's European Companies, and Credit Control teams in DBSC
- Prepare reports, statistics, for the Management, and for the smooth run of the HR department

2001-2003 Facility Coordinator:

- My role was to run and support the Finance & Operations Department by delivering administrative support, and by organizing a quality Reception environment which projected the desired corporate image to our internal and external visitors
- Managing the general functions of the office and the smooth run of the Front-office
- Managing all delegated tasks in support of ongoing operations and service delivery
- Keep contact with the office's suppliers, checking all related invoices, responsible for the administration and for the payments of the approved invoices
- Organize and manage all office related procurements like stationary, furniture, office plants, mobile phones, etc.
- Capital purchasing and asset management – ensure all capital projects delivered in time
- Organize all business trips for the employees of the company
- Assist in HR & Recruitment related Procedures
- Ready to manage any Additional Ad hoc requests

Education

ZSKF

Economist, Major: Human Resources Management and Coaching, Human Resources Management · (2009 - 2012)

PTE-ETK, Faculty of Physiotherapy

Physiotherapy · (2000 - 2004)

Pécsi Tudományegyetem

Physiotherapist, POTE – EFK Faculty of Physiotherapy · (2000 - 2004)

Városmajori Gimnázium

High School