**Human Resources Business Partner OPS**

Reporting to Group Head of HR Operations

Europe's leading online grocery delivery service. Using technology to deliver weekly shopping (17 000 SKUs) in less than three hours in 15 minute time slots, saving our customers time and giving them freedom and flexibility.

The world needs a better food system, one that is more sustainable, more inclusive and which brings healthier and more personalised food to all. Rohlik Group is leading this change. In every city we carefully select the best quality and freshest local produce to save our customers time; from butchers to bakery, and fresh produce directly from farmers via our unique Farm-to-Door program. We carry all the favourite brands, plus a range of affordable own-label products, so our customers don’t miss out on what they love.

**Department Overview**

The HR OPS team is responsible for building strong and friendly relationships with ops management and with employess. Key to this is building company culture, engagement and communication, providing support and guidance to employees, maintaining work-life balance in the company, taking care of the well-being of employees, creating a great place to work, motivating employees and helping them to grow.  
The fulfillment center is our life – we create a pleasant and motivating environment here.   
We take care of people, from receiving their CV to the last day of their employment with us. We hire great people and give them friendly onboarding to make them feel at home from day one. We take care of pleasant matters such as salaries, benefits, development and training, but also less popular stuff such as preparation of employment documents and policies. And - as you're already a little proficient in HR - you will be pleased to hear that culture, performance and talent management will be in your capable hands as well.

**Role Overview**

HRBP Operations is a super-critical role as it ensures that all people-related matters in the warehouse, logistics and supply chain are working without a glitch. Which means we have the right number of well trained people in their marks, making the delivery to our customers happen as needed. You will be in charge of recruiting staff - both direct employees and agency workers, their onboarding and training. You will keep in order related HR Admin, relationship with agencies and other suppliers. You will actively participate in capacity planning for warehouse and logistics. You will be actively involved in organizational structure building to help to keep the pace of changes with the growth of the company. And you will be an advisor in the questions of remuneration structure and individual remuneration setting to keep our wages competitive with the external market, motivational and keep also internal equity and fairness.

**What we expect from you**

1. You are the main contact person on site (in the warehouse) for all personnel-relevant topics of the operative employees and for ops managers
2. You are leading, developing and motivating the HR team
3. Rohlik Key Ingredients are part of your life and you should implement and embed them in every step
4. Your daily job is to use modern HR tools, systems and AI
5. You are leading and implementation of Group HR projects
6. The role of a coach and facilitator within managerial teams involves active participation in discussions related to HR strategies.
7. Conducting timely performance evaluations and ensuring 121s are carried out regularly
8. Supporting problem resolution and decision-making
9. Translating corporate goals into functional and individual goals
10. Training new employees and focus on their onboarding
11. Absence management as well as the administration of working time recording (check-in and check-out with Atoss)
12. Managing staff appraisals as well as other file notes / documentation of staff appraisals are part of your area of responsibility.
13. The independent maintenance of personnel files, master data as well as data entry and deadline control are part of your daily business
14. Preparing and implementing structural and individual measures (dismissals, termination agreements, hiring etc....) Working with the warehouse manager
15. Contributing to the (further) development of HR tools / processes / systems within the framework of HR projects as well as the selection of internal/external employees
16. You are responsible for the full employee life cycle

**What we look for**

* You already have several years of relevant experience in the HR area, preferably in the logistics area, and you have completed training, e.g. in the commercial area, personnel area or comparable areas.
* Sound and proven knowledge of labour law, experience with HR management systems as well as project work in the HR area
* You are a team player, have a friendly manner, are quick on the uptake and have a high willingness to learn.
* You are highly reliable and work in a structured manner with a high sense of responsibility.
* You are a positive communicator and able to deal with the motivation and pressure of an innovative and fast-paced environment of a digital challenger.
* You have a first people management experience
* Good knowledge of MS Office - Knowledge of Atoss an asset
* Fluent in German and English

**KPI’s typical for the position**

* Fulfillment of capacity plan
* Achieve perfect staffing for peak - achieve 100% staffing target for operational roles for peak
* Attrition in probationary period
* T&A - System master data is correct & up to date
* Reduce voluntary regretted turnover by 10% compared to the previous quarter
* Sickness - reduce sickness rate by 10% compared to previous quarter
* People related budget
* # of errors in HR Admin (HRIS input) and payroll
* Ensure Completion of Standardised Onboarding plans

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and fun team events