**Head of HR**

Reporting to CEO

We are one big family in Kifli.hu. We see the world from the better side and we are constantly looking for ways to make each other happier. We know that even seemingly small goodies can be of great importance, and therefore, together with the rediscovered power of humanity and helpfulness, we return to our roots. To nature, honest craftsmanship and the countryside, where there is inspiration for all who believe that it is time for good things and especially for good food.

**Department Overview**

In the HR team, 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**

Head of HR plays a key part in shaping the company for all people related matters. This role is not for the faint hearted, it is a role where the knowledge meets creativity and courage. There will be loads of unknown issues to tackle and some fast decision making waiting for you.

**What we expect from you**

* Find talented people with a culture fit and hire them
* Grow with us as we grow as an organisation
* Drive onboarding of all new employees to make them hit the ground running
* Keep the house in order in terms of payroll, HR Admin and compliance
* Be a guardian of our culture and imprint the culture into every aspect of how we build business together
* Be a trustworthy partner to management team and the CEO
* Be a “go-to” person for things big and small
* Keep an eye on internal communication

**What we look for**

* A person with a business mindset and an innovative approach to problem solving, who is structured, diligent and attentive to people’s needs.
* Somebody who is not afraid to roll up their sleeves and get on with any task
* An experienced HR professional with knowledge of all core HR areas,
* A self-starter, able to work independently and deliver without support of a large team
* Someone with passion for high level of customer orientation
* Someone who enjoys to work in a start-up environment (dogs and kids welcome)
* Great communicator - fluent English and Hungarian is a must

**KPI’s typical for the position**

* eNPS
* Time to hire
* Attrition
* People related budget

**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

**Our Values**

* **Customer obsession:** Customer is in the center of our universe. Everything we do, we do for them.
* **Speed:** Better done than perfect. We build, improve and deliver fast.
* **Courage:** We are brave. We are not scared of taking ownership and making decisions.
* **Learning:** We keep learning. Information is power. Change is life and opportunity.
* **Winning:** The market standard is not good enough. We aim to win, be the best, and ahead of the market. We keep innovating.
* **Honesty:** We are open and honest to ourselves, to our teammates, and to our customers. We are able to accept feedback.
* **Optimism:** We fight in a tough environment. The more important it is to have fun and have a helicopter view.
* **Think big:** We are bold and daring in changing the future.