**HRIS Manager**Reporting toCZ HR Director

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**

In the People & Culture 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. HR team is responsible for building strong and respectful partnership with managers and reliable relationship with all employees. Our dedicated teams are our life – we help to create a pleasant, respectful, and motivating environment here. Key to this is supporting managers to keep company culture alive through living our ingredients, support engagement, potential growth and healthy two ways communication. We provide support and clear guidance in respecting the legal framework. We are here to run and improve all activities from employees’ lifecycle.

**Role Overview**

There are two main purposes of this role:  
- firstly empower HR professionals to focus on meaningful HR work  
- secondly free employees from HR administration and give them simple and quick tools for self-service and communication with HR  
In everything this position does is reflected that the less administration the better, paperless no more mess, repetitive activity is designed to be automated.   
This position manages the flow of all HR data and streamlines HR processes. You will focus on regular system maintenance and upgrades, you will help the HR team to implement process improvements, you will keep an eye on data quality and you will guide us in analysing and reporting HR data to the benefits of the entire business. You will be a “subject-matter-expert” for HR systems and applications we use.

**Your responsibilities**

* Partner with HR team members to develop technology solutions that help to streamline and automate HR processes.
* Drive the development, testing, maintaining of core HR system and any other related HR systems, apps or tools.
* Implement process improvements and policy changes designed to improve efficiency and the user experience within the system.
* Responsible for training HR users and employees.
* Serve as the go-to subject matter expert for HR systems used in Rohlik CZ and single point of contact for the Group HRIS & IT Managers.
* Serve as a system administrator for HR systems and apps.
* Ensure security, end-user access, data integrity and data quality across all HR platforms.

**What we look for**

* Work experience as an HRIS Manager or similar role at least 5 years.
* Knowledge of labour legislation.
* Hands-on experience with HR database administration and systems integrations.
* Familiarity with payroll systems and ATS, OKBase is advantageous .
* Analytical skills using Excel, SQL or other BI tools.
* Great interpersonal and communication skills - you will be in contact with lots of people.
* Self-driven team player.

**KPI’s typical for the position**

* # of automated & improved HR processes
* Data quality

**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 mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary company events

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