



We are an engineering company engaged in the development and production of specialized environmentally friendly refrigeration and air conditioning technology. The technology used and integrated by MIRAI INTEX with innovative solutions opens new horizons in the field of cooling and air conditioning, aiming to minimize the negative impact of human on the environment. We offer our employees a unique opportunity to be an active part of a growing company, the ability to gain unique experience in a very interesting and innovative field.

For our growing manufacturing plant in Brno we are currently looking for talented and driven colleagues for following positions:

HR ADMINISTRATOR with ENG

Job description:

- Administrative support of HR department
- Creating and managing of a personal database
- Preparation of HR advertising - web, printed media, social media, flyers
- Collaboration on recruitment activities (advertising, communication with applicants)
- Creation and registration of labour law documents
- Preparation of wage documents
- Preparation of events for staff and HR trade fairs

We are requesting:

- Secondary / postgraduate education
- Minimum two years of experience in HR and administration
- Very good PC skills, especially MS Office
- Knowledge of ENG at communicative level, advantage of Russian language
- Communicativeness, flexibility, responsibility, care

What we offer to our employees:

- Interesting work in an international working environment in technologically unique field
- Space to use your experience at top level and possibilities for self-realization
- Gaining unique experiences and valuable skills in a special technological field
- The ability to actively participate in the growth and development of the company
- Team of pleasant and motivated young professionals
- Exceptional financial evaluation

