

NOVELIC is a high-tech company developing products in the fields of sensors, industrial electronics and wireless communications. We cover all subsystems of a modern electronic product under one roof: Embedded HW/FW, FPGA, ASIC, RF IC, etc. Since 2013 we have quickly grown, our working environment is dynamic and creative with excellent working conditions. Responsibility and opportunity to lead and drive the projects is given. Stable long-term career roadmap for proven team members is our goal, so as yours.

We invest in excellence, offer excellence and ask for excellence.

We are pleased to offer a full-time position for:

HR Generalist

Overview:

We are seeking a recruiting professional who has experience in corporate or agency recruiting. You will support our ambitious growth and cover other HR related topics in the Belgrade office:

- talent acquisition,
- talent development,
- performance management
- employee relations

Your primary job will be to select qualified, emotionally intelligent professionals to not only do a job, but grow and fit into a team and a company culture

The Challenge:

- Execute HR activities: planning of recruitment and selection, talent acquisition, development of good working conditions, managing employee relations and benefits program. Strategic and systematic approach to this topic is of the great importance
- Develop new recruiting (e.g. job application and onboarding processes) and sourcing (web, network, research, referrals) strategies. Employer Branding.
- Promote innovative global HR practices and support their implementation
- Coach, challenge and support leaders in their roles for all related people matters. Conduct workshops and trainings for management
- Change management - work with managers to plan organizational change
- Organize productive and well-defined communication process to employees
- Provide the assistance, guidance and necessary tools to select, retain and professionally develop employees
- Develop HR metrics to measure NOVELIC's people performance
- Promote Internal communication

Your Profile:

- 3+ years' experience in a similar role
- A University Degree in Business Administration, Human Resources Management, Economics, Technology, Social Sciences or similar
- Understanding of HR best practices across all HR disciplines
- Tech savvy. Experience from the IT industry and engineering recruitment
- Deep understanding of local and regional IT market
- Excellent knowledge of labor legislation
- Thorough interviewing, candidate screening and evaluation skills
- Project management skills
- Familiarity with social media and other professional networks
- Excellent communication and people skills
- Fluent in English language
- Proactive, independent working style and results oriented

We Offer:

- Work in a growing dynamic company with a start-up culture
- Attractive salary package with private pension and health insurance

If you are interested in becoming a part of NOVELIC, please send us your CV and a brief motivation letter (in PDF format) to the following e-mail address: careers_hr@novelic.com with the subject <NIC_HR_201812_YourName>

Deadline for applications: 6th of January 2019

Feel encouraged to apply promptly, the first matching candidate will be taken.

For more insight visit our website: www.novelic.com

We look forward to meeting you! **NOVELIC** team