



SUCCESS. OUR PASSION.

CONET

HR Generalist (m/f/d)

Location: Zagreb

CONET Hrvatska d.o.o is our newly founded branch based in Zagreb. Our goal is to grow dynamically in Croatia and to become known as one of the top employers in the IT sector. We are part of the CONET Technologies Holding GmbH currently combining over 1.000 employees. We are known for our excellent work in the fields of consulting, development, cyber security, data intelligence and many more. We are looking for employees who want to get on board and become part of a group, where people matter.

Working @CONET

At CONET, appreciation means that commitment also pays off in special employer contributions



Possible remote work



Free tea, coffee, fruits and sweets



Budget for education



Flexible working hours



Permanent employment



30 days vacation

Your tasks

- Manage the entire recruitment and selection process, from staffing requisition to final offers
- Manage new hire onboarding as well as leaving employee processes
- Provide assistance and support to employees (in close cooperation with CONET Holding) and manage employee wellbeing as well as engagement activities
- Evaluate training needs and organize training & development initiatives
- Maintain employee files and records
- Manage general and organizational office tasks (e.g. petty cash)
- Partner with management team in providing support to meet business objectives

„At CONET we aim at creating an inspiring work environment with a good work-life-health balance. Give your career plans a push and join us in working together on exciting projects!“

Your qualifications

- Degree in HR, Psychology and/or Business Administration or comparable qualification
- Several years of professional experience in operative and generalist personnel work within a dynamic environment
- Experienced handling of MS Office
- Confident use of the English language, German language skills are an advantage
- Strong organizational and administrative skills, Ability to prioritize multiple tasks
- Great network and knowledge of the IT market in Croatia
- Good collaborator and team player with interpersonal and influencing skills

Apply now

We are looking forward to receiving your application including references, starting date and salary expectations. If you have any questions, please contact us directly. Of course, you can also apply for other vacancies. We'll get back to you.



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