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📍 Warsaw (hybrid) ⌚ Full-time (40hrs) 📅 ab sofort

MANAGER PEOPLE & CULTURE (F/M/D)

Join us in shaping the future of communication in the scientific community. As a member of the People + Culture team, you will be responsible for various aspects of the recruitment, support & administration of our Polish colleagues working for De Gruyter Poland (DGP). In addition, you will work on a variety of national and international projects focusing on the development and expansion of support in Poland and the integration of several standard processes together with the global People + Culture team. This is a permanent role based in Warsaw. Hybrid working is possible.

YOUR TASKS

- Advising and supporting DGP employees on all personnel-related issues, including further training measures and matters relating to remuneration and social security law
- Recruiting & onboarding of new employees in cooperation with internal hiring departments
- Preparation of relevant correspondence, contract supplements and certificates
- Taking on own (partial) projects from different areas of People + Culture work
- Further development of processes and internal workflows with the entire People + Culture team
- Monitoring employment regulations and ensuring procedural compliance with current legal standards
- Collaboration with service providers for payroll and legal issues
- Collaboration on preparatory payroll accounting, personnel cost planning and company pension schemes

YOUR PROFILE

- A degree with a focus on human resources or a related field, ideally experience in the human resources department of a medium-sized company
- Knowledge of payroll accounting as well as polish tax and social security law desirable
- Very good organizational skills as well as a very structured, independent way of working
- High degree of reliability and confident handling of confidential data
- Very good communication skills in English and Polish, combined with a high degree of service orientation

WE OFFER YOU

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime and a flexible home office arrangement for a good work-life balance
- A generous vacation entitlement and special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter, we believe in diversity and are committed to equal employment opportunities for everyone. It is our shared goal to create a workplace culture centered around inclusion and belonging.

APPLY NOW

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