

## Human Resources Specialist

We are looking for a Human Resources Specialist for one of our global clients, operating in mining sector.

Position is located in Erzincan (İliç), Turkey.

- Operating white collar recruitment process
- Operating blue collar recruitment process
- Operating start - exit process of employees
- Operating status change process of employees
- Attending Union and Discipline Committee meetings and operating taken decisions
- Operating white / blue collar performance process
- Updating Blue Collar wages in terms of CLA & Performance periods
- Calculating quarter base bonus according to company targets
- Operating Job Description preparation process
- Operating the preparation and announcement process of org. charts
- Updating HR Database and monthly reporting
- Operating purchasing process for job requirements
- Developing HR systems and modules according to requirements
- Cooperation with the Universities for youth programmes like internship, career days, etc.
- Operating the jobs according to HR & Training Department targets and supporting all process when required

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