

## Groupe PSA || Human Resources Specialist

Groupe PSA Turkey, which carries out the sales, marketing, parts and services activities of four iconic brands, namely Peugeot, Citroen, Opel and DS, under the roof of Stellantis Group Company, is looking for HR Specialist .

### Key Responsibilities:

- Supporting for HR activities like Recruitment, Performance Management, Learning and Development, Compensation and Payroll processes etc.
- Operating white collar recruitment process, start - exit process of employees, status change process of employees and operating taken decisions
- Taking part in performance and reward management projects, talent management and training planning
- Supporting the training activities such as defining needs, developing programs, measuring effectiveness in conjunction with personal development plan and organization needs
- Operating Job Description preparation process
- Operating the preparation and announcement process of organization charts
- Updating HR Database and monthly reporting to the relevant departments
- Conducting new-employee orientations; monitoring career path program
- Developing HR systems and modules according to requirements

### Qualifications:

- Bachelor's Degree in business administration, economics, or other relevant departments
- 1-3 years of experience in all HR functions especially in compensation and benefits
- Excellent stakeholder management, communication skills and the ability to communicate effectively on all levels
- Team player with strong negotiation and problem solving skills
- Possess the necessary enthusiasm, drive and desire to succeed with the discipline to achieve significant results for the organization
- International mind set
- Knowledge of labor laws and legislation
- Having a good command of written and spoken English, French is a plus

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