



Position: Human Resources Technician

Location: Spain, Madrid

EXCELTIC, S.L. as an engineering and consultancy company. We are able to offer solutions adapted to the different sectors: Transport, Energy, Industrial sector, Pharmaceutical or the sector of Information Technologies among others.

For Exceltic excellence means continuous improvement, flexibility, adaptability and customer orientation, allowing the construction of lasting relationships based on trust and transparency. We are actively seeking a **Human Resources Technician**.

Responsibilities:

- Full cycle of employee management.
- Participation in training plans.
- Salary register and salary audit.
- Customer platforms for Occupational Risk Prevention.
- Support in other departmental tasks.

Required profile:

- Bachelor's degree in Labor Relations and/or Human Resources (RRL and RRHH).
- 2-3 years of experience as a Human Resources Technician.
- Knowledge of payroll, equality plans, training plans, and Occupational Risk Prevention.
- B2 level of English.
- Good knowledge in Spanish language.
- Innovative, and dynamic person.
- Planning and communication skills.
- Proactive, organized individual accustomed to working in teams and handling high workloads.

The companies offer:

- Permanent contract.
- Flexible compensation package (health insurance, transportation voucher, restaurant voucher, and childcare).
- Hybrid work (3 days office, and 2 days home office).
- Training with a personalized development plan.
- Salary: 2.500€ (brutto monthly).

How to apply: send your CV to ofertasoebpilar@madrid.org with a copy to dora.silva@iefp.pt under the Ref.: 13/2024/2672

application deadline: 15/05/2024.



EURES mobility supports may be available if you apply to this vacancy. Please check www.iefp.pt/eures

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IEFP Ref. 589277131 (04/2024)