

HR Operations specialist

Empowering Networks: open, trusted and innovative network connectivity for telecom service providers and enterprises.

Today, over 120 international service providers, including numerous Tier 1 carriers around the world, trust our people and technologies to help them with their infrastructure and to deliver enterprise managed services to their enterprise customers around the world. Over 50% of our 400 plus-strong team works in our multi-national R&D centers. Our company has a strong international background, with sales offices strategically located around the world. If you want to be part of creating cutting-edge world-class innovation in telecom solutions, come and check us out.

Key Responsibilities

Your daily tasks include the following:

- Writing contracts, support the administrative on boarding of new hires and manage all contractual documents
- Coordinate international payroll activities
- Manage employees absences
- Ensure accurate reporting
- Off boarding activities
- Ensure HRIS is accurate and up to date
- Answer employees questions
- Contribute to improve operational excellence driven by the team
- Can help with recruitment process : references, interviews setting, interface with head hunters

You are a key player of the team to serve our aim to create a great candidate and employee experience

Competencies:

- Bac + 2 level
- 1-3 years' experience in HR operations
- Written and spoken English
- Pack Office
- Autonomous and with a positive mindset
- Sense of confidentiality
- Ideally some knowledge of French payroll legislation and software



- Ideally ability to manage multiple tasks at the same time

Recruitment process :

1. Introduction call with our HR
2. Interview with our HR Director
3. Interview with our CFO
4. Meet the team

Package

- Entry level
- Profit sharing program
- Meal subsidy
- Possibility to work remotely

Ekinops endeavors to be an employer of choice. Our teams are dedicated, imaginative and astute. We strive to work together around our core values, which includes dynamism, empowerment and customer focus.

Want to work for a dynamic, agile and international company shaping the future of communication services? Then come and check us out

Contact: hr@ekinops.com