

## Human Resources Administrator

EasyTelecom is a growing and profitable company that provides services and solutions to Telephony Operators in Sweden and abroad. Over the last decade EasyTelcom have developed a leading-edge BSS (Business Support System) and traffic management system which supports the telephony used by many well-known high street organisations throughout Scandinavia, additionally the platform is used by telephony operators outside of Sweden.

We are seeking a Human Resources Administrator to report directly to the CEO.

To facilitate growth there is a need over the coming months and years to recruit additional staff, one of the key responsibilities of this position will be to undertake and manage the acquisition of additional talent.

### Responsibilities:

- Formalising job roles and descriptions for all positions.
- Planning, monitoring and scheduling of employee appraisals.
- Advise management in preparing, updating, and recommending human resource policies and procedures.
- Be a part of employee development including identifying suitable educational courses, conferences & workshops.
- Implement recruiting, testing, and interviewing program; conduct initial interviews, conducting and analyzing exit interviews; and recommending changes.
- Monitor timesheets, sickness and holiday.
- Maintain pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
- Point of contact for hearing and resolving employee grievances.
- Advise Management of legal compliance by monitoring and implementing applicable human resource requirements, maintaining records.
- Administration of Consultant contracts; reported hours and Invoice reconciliation.

## Work Hours & Benefits

- Full time (40h per week) regular working hours 08:00-17:00.
- EasyTelecom will consider candidates who wish to work part time 60-80%.
- Based in our Uppsala Office with a requirement to work on an occasional, regular basis in our Mora Office to include an overnight stay every 2-3 months.
- Possibility to occasionally work from home subject to management approval.
- 25 days annual leave.
- Mobile phone, subscription and laptop computer provided.
- Company Pension and Wellness benefits are offered on completion of trial period.
- Discounted mobile subscriptions available to family.

## Required Qualifications / Skills:

- Formal education in HR or related (Certification Required)
- Fluent in both Swedish & English
- 2+ years of work experience (Preferable)
- Previous role within HR and/or recruiting (Preferable)

## Application Process:

- Position will remain open until filled.
- Application closing date of 18th March 2020.
- Initial round of Interviews to be conducted in late March/early April.
- Applications should be e-mailed to [paul.evans@easytelecom.se](mailto:paul.evans@easytelecom.se) with subject "HR Admin – Application".
- Application to contain CV together with a covering letter in English.
- Your application should cover current notice period/ability to start.