



"Ideas, partnership and employees – that is the secret to our success!"

Udo Knabe-Paulsen - Managing Director DVSE

Get to know DVSE RO!

COMPANY

Our Romanian company DVSE RO is part of the TOPMOTIVE group, Europe's market leader in catalogs, information and ERP systems for the automotive independent aftermarket, since it's foundation in 2008.

Together with our German partners, we develop complex software solutions for wholesalers and manufacturers of vehicle parts as well as repair shops. Under the TOPMOTIVE umbrella brand, we are able to work on our own independent products and act creative and innovative.

Are you ready to join our exciting and active team?

With us, you will have the opportunity to work in a friendly environment with professional colleagues, embrace the know-how, develop, create and innovate and last but not least, be part of software projects for the automotive market.

Contact Us!

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HR SPECIALIST

1 POSITION

PROFESSIONAL COMPETENCIES:

- Expertise in HR Processes (Recruitment, Workforce administration, Compensation etc.)
- 2+ years of experience in HR Operations environment
- Fluency in English
- Solid knowledge of MS Office tools (Office, Excel, Word, PowerPoint)
- Good communication skills

DESIRABLE PERSONAL SKILLS:

- Solution oriented, positive attitude and works well within a team
- Attention to detail, organized and structured person
- Enthusiastic about HR trends and willingness to grow together with us
- Ability to work effectively on multiple tasks and manage the workload based on priority and keeps files updated
- Easily adaptable to change

YOUR RESPONSABILITIES:

- Preparation of all relevant documents on time (timesheets, lists of benefits, etc.)
- Maintenance of our HR System and registration of needed documents
- Documentation for new hiring persons
- Registration of monthly compensations and benefits
- Cooperation and communication with employees
- Improvement of our HR Processes

WHAT WE OFFER:

- The opportunity to work in an professional international environment
- Competitive remuneration package
- Professional workplace equipment
- Various bonuses for entertaining and health care
- Personal budget for certifications and trainings for your professional development

JOB PURPOSE:

As part of the administration team located in Târgu Mureș, you will be actively involved into improving our HR processes, communication and the wellbeing of our colleagues. You will be working in a fast-paced international environment and you will be able to value your professional skills and expand your expertise.