

## HR COORDINATOR

We are currently seeking an HR Coordinator to join our team of Corinthia Prague Hotel in Czech Republic.

Corinthia Hotel Prague beckons with unrivalled panoramic views of this magical city. Located just minutes from some of the city's main cultural and business highlights, including the Vysehrad Park, Wenceslas Square and the Pankrac Business District, Corinthia Prague is the ideal destination for business and leisure travelers alike.

### **Scope and Purpose**

Great HR team in Corinthia Hotel Prague is looking for positive thinking and people oriented HR Coordinator.

### **Responsibilities**

- Onboarding process
- HR administration, keeping employee data up to date (preparing working contracts, agreements, salary agreements, changes of contracts, etc.)
- Support payroll process + communication
- Communication with outsource payroll company
- Agenda of administering the files of temporary workers
- HR reporting (using personal and payroll Datacentrum system)
- Occasional recruitment
- Administrative support of all HR processes

Other skills that will need to be demonstrated include:

- Onboarding process
- HR administration, keeping employee data up to date (preparing working contracts, agreements, salary agreements, changes of contracts, etc.)
- Support payroll process + communication
- Communication with outsource payroll company
- Agenda of administering the files of temporary workers
- HR reporting (using personal and payroll Datacentrum system)
- Occasional recruitment
- Administrative support of all HR processes

### **Benefits**

- 5 weeks of holiday after 1 year of employment
- Complimentary dry cleaning of business attire/uniform

- Discounted Salon, Spa, Food and Beverage and accommodation rates – in London and across our the Corinthia Hotel International portfolio
- Meals on duty
- Professional learning and development programs
- Interesting career opportunity and professional growth
- Intra & intercompany transfer opportunities (subject to service & performance)
- Contributory pension scheme provided
- Multisport card
- Free use of Panorama Hotel's spa – Top Deck Spa
- Annual travel card - Lítačka

*To be considered for the HR Coordinator role please click 'apply' to be directed to our website to complete the online questionnaire.*

APPLY