

## HR Operations Admin Assistant (346699) – full time role for AMAZON

### Job Description

Our overall mission is simple: we want Amazon to be the place where our customers can find, discover and buy anything online. Whatever our customers want, we will find the means to deliver it. With your help, Amazon will continue to enable people to discover new worlds and implement innovation.

This is your chance to make history.

Whatever you will focus on, it will all be aimed at delivering the highest quality service to our internal and external customers.

**HR Operations Administrative Assistant** role provides support to the HR team and requires ability to work on the fulfillment center floor in Prague West – Dobroviz.

### Key responsibilities

- Data entry in a variety of systems including Excel files, KNET, and other miscellaneous reports
- Copying and laminating forms and supplies, as needed
- Entering performance management data in Amazon and Temporary systems
- Print Amazon attendance counselling sent out by HR and organize with other counselling that need delivering so managers have one complete set of what they need to deliver
- Filing and setting up new hire files
- Creating and updating orientation packets
- Scheduling calendar appointments for new manager orientation sessions and ensuring successful completion of orientation modules
- Generating various letters and distributing them to associates and/or managers
- Research associates counseling history as needed to confirm correct level for next counseling, dates of prior counselling, etc. or provide summary of performance history for manager to use in making a recommendation for termination.

### Basic Qualifications

- Secondary Education (High School diploma)
- Must have administrative experience such as data entry, managing data driven report processes or detailed processes that have a lot of components to manage
- Computer proficiency, specifically with the Microsoft Office suite (Excel, PowerPoint, Word)
- Must adhere to confidentiality expectations
- Ability to work up to ten hour shifts (days and nights - rotation)
- Fluency in Czech and English language – both verbally and written

### Preferred Qualifications

- Administrative experience within a manufacturing or production environment is strongly preferred
- Must have the ability to multi task and manage details of different processes efficiently
- Must have strong organizational skills.
- Must have strong oral and written communication skills
- Must be able to work independently, seek answers when help is needed and motivated to seek out additional tasks for completion

## **About our rewards**

We'll expect you to go the extra mile, but we'll also make sure you're well rewarded. As well as a competitive salary, stock units and site performance-related pay potential, we offer a whole host of other benefits, including an employee discount.

Additionally, you will find yourself in a stimulating environment where you can develop processes as well as yourself as an individual by working with some of the best and brightest minds in the industry. Our rapidly growing organization offers also many opportunities for building a diverse and rewarding career.

## **Make History**

Amazon.com, a Fortune 500 company based in Seattle, Washington, opened on the World Wide Web in July 1995 and today offers Earth's Biggest Selection. Since Jeff Bezos started Amazon.com, we have significantly expanded our product offerings, international sites, and worldwide network of fulfillment and customer service centers. Today, Amazon.com offers everything from books and electronics to tennis rackets and diamond jewelry. We operate sites in the United Kingdom, Germany, France, Japan, Canada, Italy, and China (Joyo.com) and maintain over 80 fulfillment centers around the world which encompass more than 26 million square feet.

If you thrive in a challenging and fast-paced environment, you'll meet your match with us, as you will be part of a vibe of constant improvement, where the things you do at one moment, you will not necessarily be doing 6 months later. We don't like to sit still, which is why we always treat every day like the first day. A day to make more good things happen for our customers. It's that kind of spirit that drives our success now and keeps us ahead of the competition in the future. And you could be part of it. It's as simple as this: Work Hard. Have Fun. Make History.

## **Sounds interesting? We are waiting for your application!**

Please apply: <http://www.amazon.jobs/jobs/346699/hr-operations-admin-assistant-talent-pool-prg>

We will contact you soon!

*Amazon is an equal opportunities employer. We believe passionately that employing a diverse workforce is central to our success. We make recruiting decisions based on your experience and skills. We value your passion to discover, invent, simplify and build.*

*By submitting your resume and application information, you authorize Amazon to transmit and store your information in the Amazon group of companies' world-wide recruitment database, and to circulate that information as necessary for the purpose of evaluating your qualifications for this or other job vacancies.*