

Position Description **HR Manager Romania**

Job Title:	HR Manager Romania
Reporting to:	HR Manager Spain
Department:	HR
Location (primary):	Tg. Mures Romania

Job Purpose

To manage the HR function in Romania and to support the HR function in the provision of a commercial and professional HR service in line with the business strategy.

Key Responsibilities

- Provide generalist and Operational support to the teams based in Romania to include the provision of advice and solutions to line managers on specific operational issues and the management of HR processes (eg: performance management, absenteeism, disciplinaries, grievances, exit interviews)
- Act as a specific HR contact for line managers, taking responsibility for analysing problems and providing accurate and timely advice and solutions
- Undertake recruitment and selection activities including drafting job profiles, reviewing applications, assessment centre management, conducting interviews, contract administration, and updating employee files. As well as manage induction processes and conduct exit interviews and advise
- Manage Pay review and appraisal processes
- Manage analysis and action planning following the annual engagement survey
- Produce HR related reports as required
- Ensure HR policies are understood and applied
- Participate in people related projects as required
- Carry out effective day to day leadership of the HR Department
- To manage and supervise members of the HR team, including performance reviews, one to ones and performance management
- To supervise the work of the HR team ensuring company policy and processes are always followed
- Support the Recruitment Partner with the recruitment activities
- Ensuring best and consistent HR practice is implemented across Romania
- Designing and delivering management training when required
- To liaise with the other HR departments located in overseas countries and travel to other offices in the UK and abroad as and when required

Level of Financial Responsibility

Responsible for Human Resources Budget and for authorising expenses within the Romanian HR department in accordance with the annual budget.

Level of Management Responsibility

Management of the whole HR Team in Romania.

Required Experience and Knowledge

Essential	
Qualifications & Knowledge	<ul style="list-style-type: none">• Proven experience as an HR generalist at manager or senior advisor level with background of leading a team• Demonstrate knowledge of best practices in all areas of human resource management in a multicultural, fast changing commercial organisation• In depth knowledge of current Romanian employment law.• Excellent level of English, both written and verbal• A solid working knowledge of Microsoft Word, Excel, and Outlook
Experience, Skills and Behavioural Requirements	<ul style="list-style-type: none">• Able to work effectively under pressure and in an organised manner, juggling multiple priorities and with attention to detail• Flexible, adaptable and with a 'can do' attitude• Excellent negotiation and influencing skills• Excellent communication skills both written & verbal• Authenticity, integrity, and credibility• Creative with an ability to think 'outside' the box• Tenacious with a drive to overcome challenges• Highly motivated with excellent organisational and planning skills• Energy and an ability to connect quickly with people at all levels• Resilience and a solution-oriented approach• Positive, friendly, approachable, and self- motivated

About WebBeds.

Launched in 2013, WebBeds is the world's fastest growing B2B travel intermediary, or 'bedbank', providing accommodation and ground product distribution services to the travel industry. We source content from travel suppliers, aggregate and merchandise that content in the WebBeds platform, then distribute it to our global network of travel trade clients, who sell to the travelling public.

Our clients – online travel agencies, retail travel agents, corporate travel managers, tour operators, wholesalers, tourism boards, super apps, DMC's, group providers, airlines and more – access the company's huge global inventory of more than 368,000 hotels (comprising 30,000+ direct contracts, 70+ integrated third-party providers and 60+ major hotel chains) through market-leading, trade-only booking websites or via simple and seamless API connectivity. In addition to hotel product, clients can also book over 5,500 transfer services in 1,200 destinations along with thousands of guided excursions and tickets for attractions.

Our supplier partners – global hotel chains, independent hotels, apartments, resorts, attractions, transfer and sightseeing companies and more – benefit from our global distribution network of over 44,000 travel companies in more than 145 source markets and are supported by a local dedicated point of contact focused on ensuring we deliver value, choice, expertise and an unrivalled level of service.

WebBeds operates global coverage through four geographic regions – Europe, Asia Pacific, MEA (Middle East and Africa) and Americas - with over 1,400 travel professionals working in 50 offices worldwide. WebBeds also operates specialist brands JacTravel DMC and Umrah Holidays International. JacTravel DMC provides tailor-made travel arrangements for offline FIT and groups traveling to the UK, Ireland and key mainland European destinations to the international travel trade. Umrah Holidays International is a genuine pioneer, providing online pilgrimage travel services to travel agencies worldwide.

Find out more about the WebBeds business at www.webbeds.com

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