

# EVOLUTION OF TECHNOLOGY

ZETA is a globally active solutions provider that supports pharmaceutical and biotech companies in bringing vital medicines - such as insulin, infusions, and cancer treatments - to market faster and more efficiently. As an innovation leader, we combine technical expertise with digital excellence, covering everything from planning and construction to automation and qualification of customized process systems. In addition, we take on full responsibility for complex projects as an EPCMV partner, drive digital transformation, and develop sustainable strategies for decarbonization.

## HR Generalist (f/m/d)

Location: **Gdansk**

Employment: **Part-time / full-time**

Entry date: **As of now**



### Your tasks

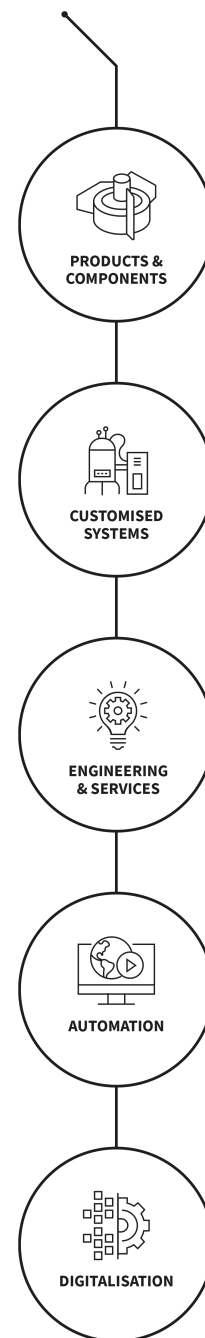
- Oversee the end-to-end monthly payroll process in cooperation with the external payroll provider.
- Prepare and manage employment documentation (contracts, amendments, terminations).
- Coordinate onboarding and offboarding processes.
- Ensure compliance of payroll and HR documentation with Polish labour law and internal policies.
- Act as a key contact for employees and managers on HR and employment-related matters.
- Administer absences, working time, and overtime tracking.
- Manage employee benefits and cooperate with external providers.
- Coordinate occupational health processes and medical examinations.
- Support compensation review processes.



### Your profile

- Bachelor's or master's degree in a related field.
- English proficiency at a minimum B2 level.
- Minimum of 5 years of experience in payroll and HR processing.
- Strong understanding of regulations related to payroll, compensation, benefits, and Polish labour law.
- Attention to detail and ability to maintain accurate records and data.
- Proficiency in Ms Office

Under the motto "Let's Engineer Your Career Together!" we are looking forward to receiving your application!



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Apply now and become part of the ZETA-Team!

