



Senior HR generalist

We are looking for an experienced Senior HR Generalist to join our team in a fixed-term position (maternity leave replacement). In this role, you will operate confidently across multiple HR functions and bring strong professional expertise to ensure effective, compliant, and high-quality HR operations.

As a key member of the HR team, you will take ownership of core HR processes and actively contribute to the continuous improvement of HR practices.

This is a fixed-term position with the possibility of extension, depending on business requirements.

Responsibilities

- Handle the employee lifecycle (onboarding and offboarding coordination).
- Support payroll administration: liaise with external payroll provider, prepare and submit monthly payroll documentation.
- Manage end-to-end recruitment.
- Participate in HR projects and initiatives.
- Maintain accurate HR records and documentation.
- Administer employee benefits and compensation elements.
- Ensure HR operations comply with relevant labor laws and regulations.
- Maintain relationships with student cooperatives and external partners, and ensure contracts are kept up to date.

Requirements

- Minimum 5 years of relevant HR experience.
- Confident, business-level English communication skills.

- Proactive, independent working style with strong problem-solving skills.
- Solid and up-to-date HR knowledge.
- Attention to detail, structured mindset, and strong organizational skills.

Advantages

- Previous experience managing expatriate employees.
- Experience in working in an international/multinational environment.
- Experience in reviewing, updating, and improving HR policies and procedures.

What we offer

- Stability and attractive employment conditions.
- A supportive and collaborative team.
- An environment where people feel valued, respected, and understood.
- Competitive compensation package.
- Rooftop running track and shower facilities for sports.

Company info

ORLEN HUNGARY Ltd. is a member of the international ORLEN Group, the largest energy company in the Central and Eastern European region, active in the production and processing of crude oil and natural gas, as well as the production, distribution and sale of fuels, petrochemicals, natural gas and energy from renewable sources.

In the fuel market, ORLEN is a strong international brand with nearly 3,000 filling stations in seven countries (Poland, Germany, Czech Republic, Lithuania, Slovakia, Austria and Hungary).