HR Specialist

Tunis · 5 à 10 ans d'expérience · Réf. 2607312351

Ma recherche

Contrat recherché : Tout contrat
Zone : Toute la France
Mobilité : sur toute la france
Rémunération : A étudier
Secteur : Bâtiment

Formations

Bac +3 — ISCAE, La Manouba
Bachelor’s Degree in Management
Bac +5 — ISCAE, La Manouba
Professional Master’s Degree in Accounting and Taxation

Expériences professionnelles

2025-04-01 - à ce jour — HR Specialist

Manage employee lifecycle operations (onboarding, offboarding, personnel administration, employee support). Maintain HR records, attendance tracking and prepare reports. Coordinate visa processing, work permits and expatriate documentation. Administer employee insurance and reimbursement claims. Support employee relations and respond to HR requests. Ensure compliance with labor regulations and social security. Work in an international multicultural environment.

2023-05-01 - 2025-01-31 — Recruitment Specialist

Managed end to end recruitment processes (job posting, sourcing, screening, interviews, assessment, selection). Collaborated with managers to define job profiles. Coordinated onboarding and supported new employee integration. Contributed to employee engagement initiatives and internal events. Participated in social audits (ICS standards) and ensured compliance. Coordinated internal communication for smooth HR operations.

2022-08-01 - 2023-03-31 — Administrative & Customer Relations Assistant

Welcomed and assisted guests, managed reservations, handled customer requests, coordinated with internal departments, and supported daily administrative and front office operations in a fast paced hospitality environment.

2022-02-01 - 2022-05-31 — Financial Audit Intern

Reviewed accounting and financial documents, participated in audit procedures, prepared audit documentation and closing reports.

2019-12-01 - 2020-09-30 — Accountant

Managed supplier accounts, payments and financial transactions. Performed bank reconciliations and ensured accuracy of accounting records. Coordinated with internal stakeholders regarding supplier matters.

Langues

Arabe (Langue maternelle), Français (Courant), Anglais (Courant)

Atouts

Guest Relations & Customer Service, Front Office Support, Reservation Management, Guest Experience, Complaint Handling, Talent Acquisition & Recruitment, Onboarding & Offboarding, HR Operations & Administration, Employee Relations, HR Reporting & Compliance, Communication & Interpersonal Skills, Organization & Coordination, Problem Solving, Confidentiality & Discretion, Adaptability in Multicultural Environments, Teamwork, Microsoft Excel, Microsoft Word, Microsoft PowerPoint

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.