

# EXPERIENCE THE NEW

accentureoperations

Accenture is a leading global professional services company, providing a broad range of services and solutions in strategy, consulting, digital, technology and operations. Combining unmatched experience and specialized skills across more than 40 industries and all business functions—underpinned by the world's largest delivery network—Accenture works at the intersection of business and technology to help clients improve their performance and create sustainable value for their stakeholders. With more than 375,000 people serving clients in more than 120 countries, Accenture drives innovation to improve the way the world works and lives. Visit us at [www.accenture.com](http://www.accenture.com).

## HR Support

### What will you do?

- Administrative support of the HR processes
- Input and update data in HR systems
- Ensure proper documents process flow
- Support HR Specialists in daily activities
- Contact with Employees

### What we expect from you:

- Very good knowledge of MS Office (especially Excel and Power Point)
- Very good command of English
- Experience on similar position or recruitment agency
- Availability min. 30 hours / week

### We offer:

- Support for your career and competences development – learning from colleagues, courses and trainings, allowing you to boost your skills and become #BEFUTUREPROOF
- Using foreign language and new technology solutions daily, cooperating with various Clients
- CSR activities and rich social life – Book Club, International Cuisine Club, Accenture Runners Club, family events, cultural meetings, photography classes, climbing, soccer, swimming
- Full work comfort – private medical care, life insurance, access to MyBenefit platform

**Please send your CV in English with reference number 00548530/UNV via email**

[agata.kolodziejczyk@accenture.com](mailto:agata.kolodziejczyk@accenture.com)

"I hereby express my consent to process my personal data included in my job offer by Accenture Sp. z o.o. or any other entity of the Accenture group for recruitment purposes and once the recruitment process is closed, I agree that Accenture Sp. z o.o. with its registered seat in Warsaw, 00-121, ul. Sienna 39 or any other entity of Accenture group places and processes my personal data in its database. I also express my consent to sending my personal data to third parties within the Accenture group pursuant to the Personal Data Protection Act of 29th August 1997 (Journal of Laws of 2002, No. 101, position 926 as amended). I submit the data voluntarily. I have been informed about the right of access to the content of my data and about the possibility of correcting them."