



Change your perspective

Unleash your creativity  
in a supportive work environment

Join PwC

Do you want to have an impact on the reality that surrounds us? For us "purpose-driven organization" is not only a cliché. Check our purpose on our webpage. Is it your purpose, too? You better keep reading then, as we are looking for a fun person to work with on the position of **HR Generalist**.

With offices in 157 countries and more than 270,000 people, we are among the leading professional services networks in the world. We help organizations and individuals create the value they're looking for, by delivering quality in assurance, tax and advisory services.

Currently we are looking for:

## HR Generalist

### Main Responsibilities:

- Be responsible for HR administration related to any stage of the employee lifecycle: hires, changes, terminations; organize and maintain personnel records;
- Ensure accurate and timely entry and data maintenance in HR software and company systems; Super user of PwC Learning Management System portal;
- Be the main point of contact and provide operational support to colleagues and leadership;
- Feed payroll department with information regarding absence, new-joiners, leavers, changes;
- Ensure GDPR and Health & Safety compliance of HR documentation;
- Key role in creating company's learning & development (L&D) budget together with business leaders, finance and HR team as well as its monitoring and update;
- Consult with senior management to provide solutions to identified learning and development needs. Conduct regular Training Needs Analysis; Coordinating nominations for regional and local training events;
- PwC Training Curriculum - technical and soft skills: planning, organizing and reporting of training courses – collaboration with both course business sponsors and participants;
- Administer PwC corporate ACCA account: register students for exams, membership, ordering books, ad-hoc reports;
- Managing the logistics of locally run training events - negotiation with venues, preparation of materials, etc.
- Active participation in various HR projects;

### Requirements:

- Good knowledge of the Bulgarian labour legislation concerning personnel administration;
- At least 1 year of experience in HR area on a position with relevant responsibilities;
- Excellent command of both written and spoken English;
- People skills – an easy manner and the ability to inspire confidence, as well as trustworthiness and tactfulness; real team player;
- Strong organizational skills and attention to details;
- Experience with HR systems is an advantage;
- High proficiency in Excel, Power BI would be considered an advantage;
- Being proactive and self-driven in problem resolution as well as self-management attitude in dealing with everyday tasks;

### We offer you:

- At PwC you will be using some of the most advanced HR systems on the market;
- Access to global best practices and professional know-how in an international setting;
- Company training and opportunities for career growth;
- Chance to work as a part of a positive and experienced team;
- Opportunity to work on international projects with teams in other PwC offices;
- Central office location.



Change begins at [pwc.com/beagamechanger](https://pwc.com/beagamechanger)