



Extreme Light Infrastructure ERIC

HR Officer

Extreme Light Infrastructure

The Extreme Light Infrastructure (ELI ERIC) is the world's largest and most advanced high-power laser research infrastructure. As an international user facility dedicated to multi-disciplinary science, ELI provides access to world-class high-power, high-repetition-rate laser systems and enables cutting-edge research, as well as breakthrough technological innovations. The ELI ERIC operates as a single multi-site organisation with two complementary facilities specialised in different fields of research with extreme light: ELI Beamlines in Dolní Břežany (Czech Republic) and ELI ALPS in Szeged (Hungary).

The ELI ERIC DG's Office is searching for an HR Officer who will play a significant role in supporting the overall human resources function in the ELI ERIC.

What will you do:

The position of **HR Officer** is an HR specialist responsible for implementing HR policies, procedures, and programs, ensuring compliance with relevant labor laws, and supporting the development and maintenance of a positive and productive work environment. The main activities of the role will include:

- Support of HR administration (employment contracts for various countries) and reporting
- Manage the end-to-end recruitment process, from job posting to candidate selection and onboarding
- Help to develop and communicate HR policies and procedures
- Ensure compliance with labor laws and industry regulations
- Support the performance appraisal process, providing guidance on goal setting and feedback
- Identify training and development needs to enhance employee performance
- Organize and participate in employee engagement initiatives and events (ELI ERIC Gender Equality Plan)
- Preparation and implementation of planned HR projects
- Support of Senior Officer for Human Resources, mainly in strategic projects

We expect you to have:

- University degree, preferably in human resources area or a related field
- At least 3 years of proven experience in human resources roles
- Excellent knowledge of the Czech Labor Code, knowledge of labor laws in other EU countries is strongly welcomed
- Proven track record of independent developing and implementing HR programs and initiatives
- Excellent communication and interpersonal skills
- Ability to maintain confidentiality and handle sensitive information



- Detail-oriented, organized, and capable of managing multiple priorities
- Excellent organizational and problem-solving skills
- Capable of interfacing with numerous people at every level of a company
- Native Czech and fluent in English (very good written and spoken English)
- Good Microsoft Office skills

We offer:

- A stimulating and diverse environment in a cutting-edge international research facility located in Dolní Břežany, just outside Prague (with good public transport connections)
- A friendly working environment in the organization with an impact on society
- Opportunity to grow and develop knowledge and skills
- An attractive remuneration package
- Full-time employment
- Starting date as soon as possible

To apply, please send a letter of interest, including a concise description of experience relevant to the position, as well as the CV, to michaela.kacrova@eli-laser.eu.