



HR Manager

We are looking for an experienced and hands-on **HR Manager** to join our team. This role is ideal for a professional who combines strong operational HR expertise with in-depth knowledge of employment law and HR compliance.

As a key member of our organization, you will oversee the full spectrum of HR activities, ensuring efficient daily HR operations while acting as a trusted advisor on employment law, employee relations, and HR best practices.

We are seeking a professional who is comfortable balancing operational responsibilities with expert-level HR support and continuous process improvement.

Responsibilities

HR Operations

- Employee lifecycle management.
- End-to-end recruitment.
- Oversee payroll input processes and ensure accurate employee data administration.
- Ensure compliance with labor law and employment regulations.
- Develop and maintain HR policies, procedures, and internal regulations.
- Manage relationships with external providers.
- Monitor HR metrics and prepare regular reports for management.

Organizational Development

- Drive performance management and talent development processes across the organization.
- Support succession planning and talent pipeline development.
- Support the development and maintenance of a positive workplace culture.

Compensation & Benefits

- Analyze compensation trends and market benchmarks.
- Support compensation and benefits reviews and annual salary planning processes.

Strategic HR

- Participate in workforce analytics and strategic talent planning.
- Support budgeting and headcount planning processes.
- Provide HR insights to support business decision-making.

Continuous Improvement

- Lead and participate in HR projects focused on process improvement and operational excellence.

Requirements

- Minimum 8-10 years of relevant HR experience.
- University degree in Human Resources, Business Administration, Qualification in Labour Law.
- Confident, business-level English communication skills.
- Solid understanding of payroll processes and expatriate administration.
- Strong knowledge of Hungarian labor law and HR compliance requirements.
- Hands-on approach with the ability to balance operational and strategic responsibilities.
- Experience in performance management, talent management, and organizational development.
- Strong analytical skills with the ability to interpret HR data and provide recommendations.
- Experience with HRIS systems and HR reporting tools.
- Ability to work independently and manage multiple priorities.
- Strong problem-solving and decision-making skills.

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).