

**Job Title: HR and Administration Generalist****Summary:**

We are seeking a highly organized and detail-oriented **HR and Administration Generalist** to join our dynamic team. The selected candidate will play a vital role in ensuring compliance with local labor laws and managing administrative functions efficiently. A strong background in personnel management, coupled with proficiency in handling general office tasks, is essential for this position.

**Key Responsibilities:***Human Resources :*

- Manage the full employee lifecycle including onboarding, transfers, and offboarding processes, while overseeing daily HR operations to ensure smooth workflow.
- Ensure strict adherence to local labor laws and regulations within the company.
- Manage and calculate employee salaries accurately, including overtime and benefits.
- Update and maintain employee records and handle all HR documentation related to employment contracts, performance evaluations, and disciplinary actions.
- Provide support in the recruitment process, including screening resumes and scheduling interviews.
- Conduct training sessions on labor law changes and updates as necessary.

*Administrative Support:*

- Take charge of indirect procurement, including office supplies, equipment, tools, and general services.
- Arrange travel and accommodation for both guests and employees, ensuring cost-effectiveness without compromising comfort and efficiency.
- Supervise the maintenance and readiness of company vehicles.
- Bill processing and system entry. Coordinate payment requests through the iTalent system, maintaining financial organization and timeliness.
- Shipping Management Support (if needed): Coordinate and administer incoming and outgoing shipments during operator holidays or when additional support is required. Maintain effective communication with shipping companies and official bodies to address shipping issues promptly.

**Qualifications:**

- Proven experience in personnel and administrative management.
- At least a university degree is required.
- Full professional proficiency in both Hungarian and English.
- Exceptional interpersonal and communication skills, with the ability to work independently.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

### **Company information**

Ananda was established in September 2011, focuses on continuous upgrading of intelligent e-bike drive system and component including mid motor, hub motor, controller, sensor, HMI, etc. Ananda's latest smart platform covers the needs from commercial bike manufacturers to ordinary riders.

As a leading supplier in the industry, Ananda has been well recognized by customers for its R&D capability and consistent quality. Ananda's headquarter is located in Shanghai, and with three main manufacturing facilities in China, a plant in Vietnam. European service center located in Székesfehérvár, Hungary, and service stations all around Europe, we ensure top-quality service to all our customers in the region.

### **Working address**

8000 Székesfehérvár, Rozmaring u. 1/A.Hungary.(Ananda Hungary Kft.)

Do you want to know more about Ananda, look at our website <https://www.ananda-drive.com/>

### **Contact information**

If you're interested or have questions, please contact Lesley Qin via [xin.qin@ananda-drive.com](mailto:xin.qin@ananda-drive.com)