



Senior HR Specialist

Environmental Energy Markets

Company: Nvalue Energia OOD

Sector: Renewable Energy

Website: www.nvalue.ch

E-mail: jobs@nvalue.ch

Company description: Join us in the energy transition!
Nvalue is a leading company in the European renewable energy market and part of the Nvalue group with offices in Bulgaria, Switzerland, and the Netherlands. We are a young and dynamic team of professionals entirely dedicated to promoting solutions for renewable energy consumption, energy saving and the abatement of greenhouse gas emissions.

Open position: Senior HR Specialist

Job description: We are looking for a Senior HR Specialist to help develop, improve, support, and maintain procedures and policies and implement best practices across the organization. The ideal candidate has excellent interpersonal skills and can partner with senior management to devise strategies that will drive employees' engagement and performance.

Key Responsibilities and Activities:

- Manages the development and implementation of internal policies and procedure. Provides guidance to management and staff.
- Responsible for the recruitment process of all vacancies.
- Manages all staff related topics - onboarding, training, performance management, incentives, health and safety, leave, sickness, vacation, etc.
- Directs administration of the corporate policies and procedures.
- Develops HR infrastructure.
- Fosters an inclusive culture, embeds values, and implements employees' wellbeing initiatives.





- Leading role in performance evaluation, salaries, rewards, and annual review compensations and provide coaching to managers
- Support the organization of events, meetings, outings, and in-house benefits (lunches, team-buildings, etc.).
- Manages office administration: including but not limited to supplies, infrastructure, communications, internal office moves, etc.

Desired Skills and Expertise

- Bachelor's degree, preferably in Business Management, HR, or related field.
- Working experience in similar position 5-7 years in a dynamic environment.
- Precise person with sensitivity to details and deadlines.
- Able to maintain focus and be efficient even on routine tasks.
- Demonstrable relationship building and relationship management skills.
- Strong communication skills with the ability to present information in verbal, written or visual form to a variety of audiences, from the internal team to the Board members.
- Computer Literate – Intermediate Excel & Power Point skills required.
- Collaborative team-worker.
- Good problem solving skills.
- Fluent in English and another European language will be a plus.

Language skills: Professional in English (written and oral)

Location: Varna (BG) / Agno (CH) / Remote

Our Offering:

- A vibrant, dynamic, and international working environment;
- A multicultural team of professionals, entirely focused on promoting solutions for renewable energy consumption, energy savings, and greenhouse gas emissions abatement;
- Opportunity to work independently within a cohesive and supportive team.

Remuneration: Fixed salary + highly competitive bonus structure.

To apply: Please send your cover letter and CV to jobs@nvalue.ch
Sectors: Energy, Sustainability, Environment

