

# JOB OPENING

**POSITION: HEAD OF HR**

**LOCATION: YEREVAN, ARMENIA**

## ABOUT POLIXIS

This is a great time to join our company! Headquartered in Geneva, Switzerland, Polixis is a leading Swiss firm specialised in RegTech Solutions for banking & financial sector offering unparalleled deep data and automation solutions. Our Armenian branch counts a team of forty professionals and we are growing!

## THE JOB

Our Armenian branch is actively growing from current 40 professionals to expected 60 within the next 6 months. We are looking for a full-time position of Head of Human Resources to oversee all of our HR operations.

## RESPONSIBILITIES

- Monitor and improve overall HR strategies, systems, tactics and procedures across the organization
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program.

## REQUIRED QUALIFICATIONS

- Working experience as HR manager or other HR executive at least for 5 years, preferably in the IT or banking sector;
- Self-starter;
- Demonstrable experience with human resources metrics;
- Knowledge of HR systems and databases;
- Ability to architect strategy along with leadership skills;
- Competence to build and effectively manage interpersonal relationships at all levels of the company;
- In-depth knowledge of labor law and HR best practices;
- Excellent knowledge of English;
- Degree in Human Resources or related field.

## BENEFITS

- Possibility to join one of the best and fastest growing European RegTech player;
- Full Health Insurance;
- Creative and cozy office at the center of Yerevan;
- Flexible vacation and day-off policy.

## HOW TO APPLY

Interested candidates should send their CVs along with a motivation letter in English or Armenian to [jobs@polixis.com](mailto:jobs@polixis.com) with a subject line Head of HR. Please, kindly note that only shortlisted applicants will be contacted.

## CONTACT DETAILED

**Website;** <http://polixis.com/>

**Address;** Yerevan, Armenia, 22A1 Marshal Baghramyan street,

**Phone Number;** +374 44 22 34 22

**Email;** [jobs@polixis.com](mailto:jobs@polixis.com)