

# HR Executive

## What we are looking for

PM Nordics is currently looking for an HR Executive to provide support to our Danish affiliate to ensure that we attract and recruit the right people to support the development of our business.

## The Opportunity

As an HR Executive, you will be responsible for the following tasks:

- **Employer Branding:** ensuring that the Employer Branding plan is deployed and implemented in the Danish market
- **Recruiting:** managing the full recruitment process for local recruitments, the relationships with recruitment agency and the assessment center for specific positions. Supporting line managers in managing the recruitment process and in selecting the final candidate. On top of this, you will be in charge of managing third parties as well
- **Onboarding:** Supporting the onboarding for new hired colleagues
- **Change Management:** Supporting the deployment of initiatives of change management designed in collaboration with the Nordic Headquarter.
- **Training:** Coordinating, organizing and delivering trainings. Once a training has been delivered, you will have to collect, compile and report results of evaluation, attendance and training data.
- **Analytics:** Collaborating with the Nordic Headquarter in elaborating HR analytics and market analysis.

## Key Requirements

- Bachelor or master degree in Economics or HR Management
- Minimum 1-3 years experiences within the HR field.
- Detail oriented and team player person
- Proficiency in spoken and written English.
- Excellent knowledge of Microsoft Office, especially advanced Excel and PowerPoint
- Good analytical skills and logical thinking

## WHAT WE OFFER

You will join a company that invests in you. We will support your growth as an employee through individual development and structured career management. You will join a dynamic, fast-paced work environment in a constantly evolving industry. Our employees have the courage, curiosity, and conviction to see possibilities where others only see challenges. We offer a competitive salary and benefits package.

## WHO WE ARE

PMI is the world's leading international tobacco company, with six of the world's top 15 international brands and products sold in more than 180 markets. In addition to the manufacture and sale of cigarettes, including the number one global cigarette brand, and other tobacco products, PMI is engaged in the development and commercialization of Reduced-Risk Products ("RRPs"). RRPs is the term PMI uses to refer to products with the potential to reduce individual risk and population harm in comparison to smoking cigarettes. Through multidisciplinary capabilities in product development, state-of-the-art facilities, and industry-leading scientific substantiation, PMI aims to provide an RRP portfolio that meets a broad spectrum of adult smoker preferences and rigorous regulatory requirements. For more information, see [www.pmi.com](http://www.pmi.com) and [www.pmiscience.com](http://www.pmiscience.com).