



Osborn is a technology leader and the world's largest manufacturer of tools for mechanical surface treatment solutions. Our core products include technical brushes, polishing tools and compounds as well as grinding tools. We supply our high-quality products to an international clientele from a wide range of industries as well as the wholesale trade.

For our HR department in Guimarães we are looking for a new team member:

HR Business Partner (m/f/d)

Your Responsibilities:

- Identify, implement, control, and improve human resources management and occupational health and safety processes, ensuring alignment with legal and group guidelines.
- Efficiently and accurately respond to employee questions and concerns; follow up in timely manner as required
- Work closely with plant Supervisors, Managers and HR to successfully complete tasks and projects
- Reporting: Collect information and prepare reports in line with Group and plant HR policies for month-end figures and follow-up indicators
- Payroll: Ensure accuracy, compliance, and timely processing of payroll; manage absenteeism and holiday plan
- Training: Prepare, define, and implement annual training plan; Provide training actions whenever it's needed
- Development: Prepare and support performance review process
- Recruitment: onboarding and offboarding: Leads recruitment whenever it is requested; follow onboarding plans, guarantee offboarding procedures
- Health and safety: Audit safety standards, to comply with safety mandatory rules; Report safety figures to local and Group safety responsible; manage annual health activities

Who You Are:

- Degree in Human Resources or Management or similar
- More than 3 years' experience in a comparable position is beneficial
- Fluency in English, spoken and written
- Driven by Offering solutions, Positive attitude and Results Oriented

What We Offer:

- To balance family and career, we create the best conditions with our hybrid working model.
- A performance-related and attractive salary.
- A detailed induction in a motivated matrix team.
- Excellent development opportunities in a globally thriving company.
- Work in a future-proof and international environment.

If you are enthusiastic about this opportunity, send us your complete job application. Contribute yourself and your ideas, we look forward to hearing from you.

Osborn Unipol Lda
Human Resources — Carla Salgado
E-Mail: hr@osborn-unipol.pt