



HUMAN RESOURCES TRAINEESHIP

Svoge chocolate plant has a rich history of almost 100 years and in 2019 celebrates 25 years as part of Mondelez Bulgaria. It has been a major employer in the Svoge municipality for years. The plant produces power brands like Milka and Cadbury as well as local jewels like Moreni, Svoge, Sezoni and Mlechen. The products in Svoge are carefully prepared by more than 500 employees and shipped to clients all over the world.

Following the continuous growth of our business in Bulgaria, we are looking for energetic and talented individuals to become part of our Manufacturing team in Svoge Chocolate plant for a one-year traineeship program in Human Resources department.



As an HR Trainee you will be supporting the HR team in Svoge Chocolate Plant in the following areas:

Employee Administration

- Prepare the legal required documentation for employment change
- Update required databases/ files with employees' data as per current legislation and company policies
- Keep track records of awards and other benefits
- Operate with HR systems for administration
- Comply with current BG legislation and company policies

Recruitment and Selection

- Act as contact persons for external candidates, selection suppliers, student associations for early careers
- Prepare and communicate the external offer to preferred candidates and administer new hires

Support Payroll

- Collect, consolidate and address all payroll related information to Payroll team
- Prepare payroll instructions and process for payment on monthly basis





Qualifications

- Recent graduate or last year university student
- Good administrative skills
- Fluent in English
- Highly organized and goal oriented
- Team player



Traineeship Program offers

- 12 months traineeship program with options for full time job offer upon completion
- Full-time labor agreement
- Monthly remuneration
- Additional health insurance
- Organized transportation from Sofia to Svoge and back
- On-site canteen with discount for employees
- Quarterly free company products
- Additional benefits as per company policy
- Trainings for skills development and career growth
- Company events and initiatives

Use this opportunity to join our team. We love what we do and we'll reward you for what you do. We offer an exciting environment and plenty of fun along the way. Let the joy begin!

To apply, please send your CV to BGHRSvoge@mdlz.com . Only short-listed candidates will be contacted.

