



## HR Generalist

*Would you like to join a dedicated group of people with the mission to create a world unique “Globe in 3D” based on satellite imagery? Do you feel inspired of being a part of a team that develops cutting-edge technology in an international context with the employee as the top priority? Are you looking for an opportunity to work with HR in an international context? This might be the position for you!*

Maxar is now looking for a HR Generalist to join the Swedish team.

### HR at Maxar

Today HR in Sweden consist of one HR Manager, Anna, and will with the new HR Generalist grow into a team of two. Apart from the team in Sweden we have a close collaboration with a team of colleagues in the US.

### What you will do

As a HR Generalist you will work operational within the entire employee life cycle and will be included in a variety of different HR related projects and tasks.

### Your day-to-day work will include

- Coordination and implementation of employer branding activities
- Recruitment administration and support
- Responsibility for creating and keeping policies, routines, and guidelines within the HR field up to date
- HR administration such as handling employee contracts, keeping the HR system up to date and handling onboarding and off boarding of employees
- Support managers in employee related questions
- Run and participate in various development projects within the HR area

You and Anna will work closely together, and you will have great possibility to influence the content in the role depending on your interest and experience.

### Qualifications

- Bachelor’s degree within Human Resources or equivalent.
- A minimum of three years’ experience from independent work within the HR field.
- Fluency in English, both written and verbal.

### Who you are

For us it is more important who you are then what you have done. We believe that it comes natural for you to take your own initiative and that you are self-motivated and can drive your area of responsibility independently. You are a strong team player and enjoy working together with others to reach the common goals for the organization.

You are structured and organized as a person but do understand the importance of having a flexible mindset and the ability to change prioritization when needed.

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## Advantage but not a requirement

- Experience from working within the tech industry
- Experience from working in an international company

## What we offer

At Maxar you as an employee matter! We know that investing in our people is investing in our company's success and therefore you will have the opportunity to grow, learn and have fun together with your colleagues.

We know that we work better if we do it together and with us you will be a part of a curious, dedicated team that develops pioneering technology in an international context.

## Application

In this recruitment process we cooperate with Sententia Rekrytering & Konsult.

Read more and apply at - [HR Generalist - Maxar - Sententia Rekrytering & Konsult](#)