



Małgorzata Popielska

HR and Administration Specialist Finance and Administration Division

Jak mogę pomóc

I am a member of the RK Legal administration team. I support the firm's team in recruitment processes and administrative activities.

My area of responsibility is the management of soft and hard HR. I am also responsible for the onboarding process of new employees.

Support of the firm's recruitment processes from preparing the job advertisement to inducing new employees. Management of employee benefits, support of the team and management in training and development, and coordination of online and onsite training projects. Provision of support to clients in the preparation and administration of B2B contracts and amendments.

Drafting and amending documents relating to the employment relationship, civil law and B2B contracts. Management of the day-to-day handling of employee matters. Assisting employees in all administrative employment-related matters. Participation in the processes of hiring foreign nationals. Handling the cooperation with business partners who provide benefit services. Drawing up contracts with the firm's clients.

Informacje

+48 22 165 44 41

malgorzata.popielska@rklegal.pl

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