



Intergraph Corporation is the leading global provider of engineering and geospatial software that enables customers to visualize complex data. Businesses and governments in more than 60 countries rely on Intergraph's industry-specific software to organize vast amounts of data into understandable visual representations and actionable intelligence. Intergraph's software and services empower customers to build and operate more efficient plants and ships, create intelligent maps, and protect critical infrastructure and millions of people around the world. Intergraph operates through two divisions: [Process, Power & Marine \(PP&M\)](#) and [Security, Government & Infrastructure \(SG&I\)](#). For more information, visit www.intergraph.com

HR Representative - Nordic and Eastern Europe

Job description

We are looking for a temporary experienced HR Representative for a short term replacement of approximately 1,5 years, with possible extension of 6 months, covering maternity leave to be based in Herlev (Copenhagen), Denmark. Reporting directly to the PP&M HR Director Europe, in the UK, this role will be responsible for all HR aspects in the region (Denmark, Sweden, Norway, Finland and Russian Federation.)

In this role you will be working closely with the regional management and also have a close association with the European HR and Finance teams. This position requires frequent travelling to the Nordic and Eastern Europe countries.

- Key objectives are within areas such as HR Programs, Training & Development, Compensation & Benefits, Recruitments/Terminations, Employment Contracts and Conditions etc.
- Ensure the development and implementation of integrated and effective HR policies, processes and tools for the region
- Advise regional management on HR aspects contributing with strong HR knowledge within a wide range of HR activities
- Provide HR support/service to management and employee's in the region
- Operational hands-on HR-administration and reporting

Required competences and skills

- University degree in Human Resource Management, Business Administration or equivalent
- The ideal candidate has previous international generalist HR experience in a comparable high tech products company or in a relevant industry
- Customer and service-minded
- Good relationship building and communication skills
- Ability to work independently in a flexible multi-discipline and international environment to defined deadlines
- Strong administrative background
- Good skills in Microsoft Office
- Fluency in English, oral and written, is essential; other Nordic and/or Russian languages are an advantage

Interested?

Please send your application (CV including a personal letter in English) via e-mail as soon as possible, but at the latest the 31st of March 2010, to: tanja.husu@intergraph.com

For further information, please contact;

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