



Career & Development Officer

Company description:

Ubisoft is one of the leaders in entertainment, with a rich portfolio of well-known brands worldwide. We are committed to enriching players' lives with original & memorable entertainment experiences. Ubisoft Belgrade was established in 2016 and focuses on strengthening Ubisoft's presence, with the main expertise in PC. Here you will get a chance to work together with young, creative and talented individuals who are just as passionate about gaming as you are!

Job description:

We are looking for a Career & Development Officer to join our HR team in Belgrade studio. In this role you will be on the front lines of all our people engagement and development efforts, providing support and proactively participating in making our Ubisoft daily life as good as it can get. This is a unique opportunity to join a high performing HR team in working with most creative and skilled people in local gaming industry.

Responsibilities:

People engagement

- Supporting organization of internal events, team buildings & contests
- Onboarding of new hires, conducting Induction sessions
- Introducing new activities and benefits to engage & motivate team member

Trainings & Conferences

- Supporting the process of gathering training needs
- Supporting the organization of internal soft skills trainings
- Contacting suppliers and external providers for additional training programs
- Organizing conference participations for team members

Performance management

- Organizing performance review discussion meetings for management
- Participating in the performance review discussion meetings
- Follow-ups of feedback sessions for team members
- Participating of creation of development plans

Qualifications:

- University Degree in Social Sciences
- Knowledge and experience in Microsoft Office (Excel, Word and Power Point)
- Advanced English level
- Good communication skills (written and verbal)
- Initiative, proactivity & good organizational skills

We build worlds that are a playground for the imagination, offering moments of surprise, fun and adventure as well as opportunities for learning and self-discovery.

Join us and become a key part in the gaming world!