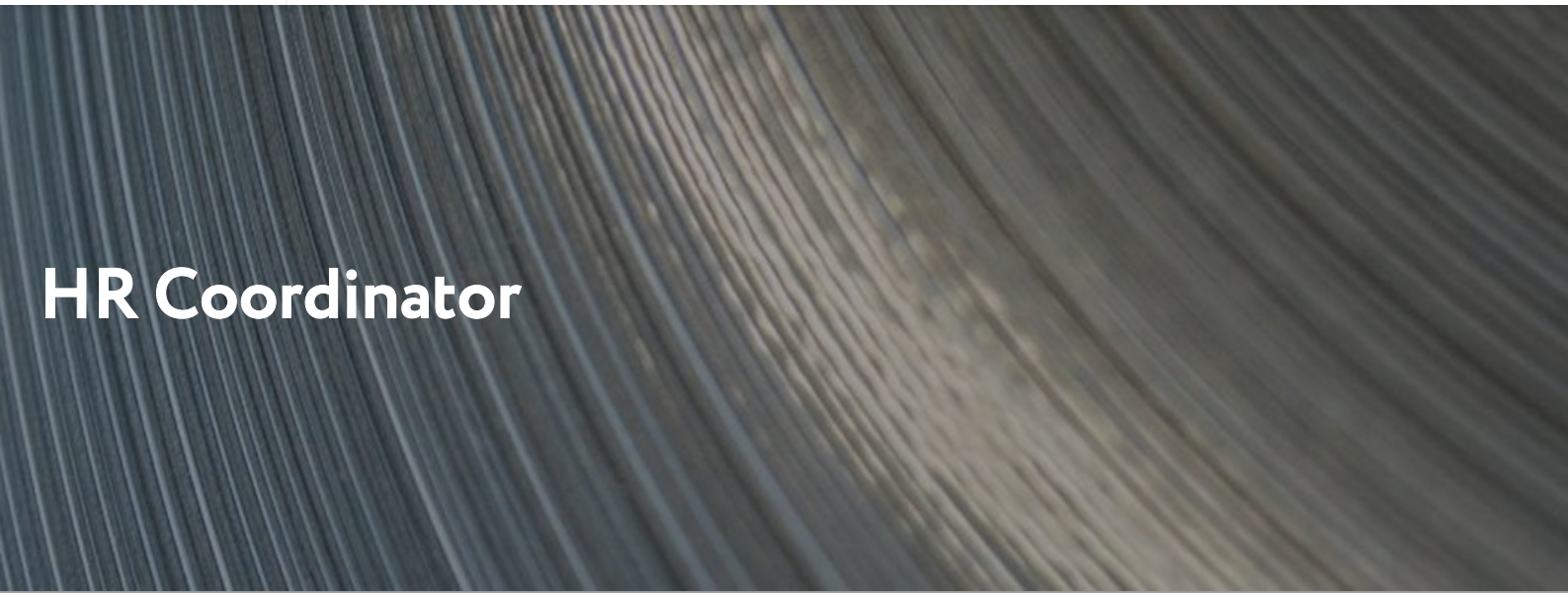


HR Coordinator

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Metallurgy, a dusty, old-fashioned environment? Not at all! The steel industry is reinventing itself! Steel is everywhere. Join the adventure and discover modern practices and technological facilities that are well worth the detour. The NLMK Group is a major player in the steel industry, and one of the most successful in the world. We are present in 7 countries and have 20 production sites. And we're not stopping there! We know why we exist. We believe in our strategy. We are driven by strong values. The only thing missing is you. Make a big impact and shape the future of a carbon-neutral steel industry with us!

Function

The Talent & Communication Coordinator provides operational support and coordinates Talent Management and Internal Communication processes across NLMK Europe.

Working closely with local HR teams and European functions, the role contributes to the effective implementation of initiatives, the monitoring of activities, and the accuracy of data and reporting.

The main mission includes:

- Supporting the coordination of Talent Management and employee development processes.
- Preparing, consolidating and monitoring HR data, reports and presentations.
- Supporting internal communication activities and managing various communication channels.
- Coordinating administrative and operational activities related to Talent & Communication projects.
- Collaborating with local HR teams and stakeholders across European sites.

Responsibilities

Talent Management

- Support the coordination of annual Talent Management processes (Development Dialogues, Career Committees and Individual Development Plans).
- Prepare, consolidate and maintain Talent Management data, dashboards and reports.
- Coordinate assessment activities, including planning, communication and documentation of results.
- Contribute to updating competency catalogues and NLMK University training modules within the Horizon Training system.
- Support the coordination of the European internal trainers network.

Internal Communication

- Provide operational communication support to European sites and support functions.
- Contribute to the management and updating of communication channels (NLMK.ONE, corporate website, social media and Scala).
- Prepare and adapt communication materials and presentations.
- Ensure compliance with corporate templates, visual identity and brand guidelines.
- Coordinate translations and adapt content to local requirements.

Operational Coordination & Support

- Monitor activities, deadlines and action plans.
- Prepare analyses, reports and presentations for management.
- Coordinate activities with internal stakeholders and external suppliers.
- Support purchasing activities in SAP (communication materials, corporate gifts, newcomer packs, etc.).
- Contribute to improving and simplifying existing tools and processes.

Profile

Requirements – Education & Experience

- Bachelor's or Master's degree in Human Resources, Communication, Business Administration or a related field.
- Minimum 3 years of professional experience in HR coordination, Talent Management, Communication or project support.
- Strong command of Microsoft Office and digital tools.
- Excellent command of French and English, both written and spoken.
- Willingness to travel occasionally across European sites.

Additional Competencies

- Excellent written and verbal communication skills.
- Strong organisational skills, accuracy and attention to detail.
- Analytical mindset and ability to structure and present information clearly.
- Autonomy, proactivity and sense of ownership.
- Ability to manage multiple tasks and priorities simultaneously.
- Digital mindset and interest in new technologies.
- Team spirit and ability to collaborate in an international environment.
- Flexibility, adaptability and solution-oriented mindset.

Offer

Do you want to be part of shaping the future of green, carbon-free steel? Do you want to be part of a team where everyone has a say? Do you want to join a fast-moving environment with many opportunities for career development?

You can make the difference and make your voice heard at NLMK Europe! Create your opportunity to start, grow and develop in one of the world's most successful steel companies. NLMK's success is based on the strength of a team with family values and a strong international presence. A team that improves and innovates every day to be better than yesterday, with excellence and customer satisfaction in mind, and safety as the cornerstone of everything!

NLMK does not accept referrals from companies and/or employment agencies for vacancies posted on this site. All companies/employment agencies are required to contact NLMK's Purchasing/Human Resources Department to obtain prior written authorization before recommending candidates to NLMK. Obtaining prior written authorization is a condition precedent to any agreement (verbal or written) between the company/employment agency and NLMK. In the absence of such written authorization, any action taken by the company/employment agency shall be deemed to have been taken without the consent or contractual agreement of NLMK. NLMK is therefore not responsible for any costs arising from such actions or for any costs arising from any referrals by companies/employment agencies with respect to vacancies posted on this site.

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