

## HR GENERALIST

We are looking for an HR Generalist who will support all aspects of human resources management and development, contributing to organizational evolution and internal company processes. The selected candidate will be responsible for:

- Recruitment and selection: posting internal and external job advertisements, CV screening, organizing and conducting interviews;
- Personnel administration: managing attendance through the Zucchetti HR system, handling administrative procedures related to hiring and termination, and activating curricular and extracurricular internships;
- Supporting company culture and employee welfare and well-being initiatives;
- Collecting and analyzing HR data for internal reporting;
- Supporting the implementation of HR initiatives at group level and participating in HR projects (e.g., corporate welfare and training);
- Assisting in managing compliance with workplace health and safety requirements and mandatory training, including updating and maintaining relevant documentation;
- Managing operational privacy compliance tasks: updating policies, appointments, data processing records, and video surveillance documentation.

## Requirements

- Degree in economics, law, psychology, or related fields;
- Previous experience in a similar role;
- Excellent proficiency in Excel and experience with the Zucchetti HR system;
- Strong knowledge of MS Office and a solid digital mindset;
- Good command of English;
- Flexibility, discretion, strong listening skills, and a team-oriented attitude;
- Accuracy, reliability, and strong organizational skills.

## Offer

Salary and contract level will be commensurate with the candidate's experience.

**Working hours:** Full-time

**Location:** Milan

Morning Capital Srl Società Benefit  
Sede legale:  
20149 Milano  
via Aldo Rossi, 4  
T +39 02 89835811



P. IVA, C.F. e Registro delle imprese di  
Milano Monza Brianza Lodi  
08783940151  
Capitale Sociale 104.000 euro i. v.

info@morningcapital.eu  
www.morningcapital.eu

Sedi operative:  
20149 Milano  
via Aldo Rossi, 4  
T +39 02 89835811

10121 Torino  
corso Matteotti, 32/A  
T +39 011 5096081

16121 Genova  
via Degli Orefici, 7  
T +39 010 56708 1

00187 Roma  
T +06 92928229