

Do you want to help implement Matas Group's new HR system – and shape the future of HR processes?

Frist:

Tiltrædelse:

1. september 2025

Lokation:

Rørmosevej 1, 3450, Allerød

Matas Group is looking for an HR Process & System Specialist to join our HR team. In this central role, you'll lead the implementation of our upcoming HR system and help optimize our HR processes. This position is ideal for someone with a solid HR background, who is also curious about technology and systems.

You will become part of a committed and skilled HR team, where we work closely together to support the entire Matas Group business – from stores and warehouses to our headquarters in Allerød and Stockholm. We cover the entire employee journey and play an important role in creating a professional, efficient, and human-centered HR function.

Your role:

You'll be a key resource in implementing our new HR system and play an important part in ensuring that the solution is well integrated into the organization. You'll contribute with HR expertise, configure the system in close collaboration with both the vendor and internal stakeholders, and help test and quality-assure its functionalities.

In addition, you'll help develop and document HR processes to be supported by the system – and ensure that managers and HR colleagues are well prepared to use it effectively.

Your main tasks will include:

- Contributing to defining business requirements, configuration, testing, and quality assurance of our new HR system (in collaboration with the vendor and internal stakeholders).
- Training and supporting managers and HR colleagues in using the system.
- Preparing guides and training materials.
- Ongoing optimization and system support of key HR processes such as recruitment, onboarding, absence management, performance reviews, etc.
- Participating in cross-functional HR projects and development initiatives.

Your Profile:

You are an experienced and structured HR professional who can keep an overview – even when the pace is high and projects run in parallel. You understand how HR processes work in practice and can see how technology can help improve them.

You're passionate about HR and comfortable working with systems and digitalization. You thrive in the role of both sparring partner and facilitator when developing and implementing new solutions together.

We imagine that you:

- Have 3+ years of experience in an HR role, preferably in a larger Nordic or international company – and ideally within retail.
- Have experience with HR systems as a super user and/or have been part of an implementation project.
- Are structured, systematic, and good at documenting and communicating processes.
- Have a flair for technology and are comfortable communicating with both IT and external system vendors.
- Have a relevant educational background – e.g. in HR, organization, or a related field.
- Are a strong communicator and naturally collaborate across teams and disciplines.

We offer:

- A key role in an important and business-critical project.
- A workplace in transformation – with great opportunities to make an impact.
- An HR team with strong professionalism, positive energy, and great team spirit.
- A flexible work environment with the possibility of hybrid work.
- A company with strong values, a focus on health, and a culture where we support each other.

Are you interested?

Then send us your application and CV as soon as possible. We conduct interviews on an ongoing basis and will close the position once we've found the right colleague.

First round of interviews will be conducted 30 June - 4 July.

We look forward to hearing from you!