



Would you like to join a global, growing company that innovates for a more sustainable tomorrow? UPM could be the team for you. We are frontrunners in developing renewable alternatives to fossil-based materials. Besides enabling both businesses and consumers make more sustainable choices, we strive to create a positive UPM experience for all our employees around the world. We live by our values – trust and be trusted, achieve together, renew with courage. Together we can renew the everyday, for a future beyond fossils!

Learn more about us as a workplace upm.com/careers

We are currently looking for a **Junior Specialist/Specialist, HR**, to join one of our teams at UPM HR Services in Kraków, Poland. We offer both **permanent and fixed-term opportunities**. We are looking for candidates with strong English skills combined with fluency in either **Finnish** or **German**. Knowledge of **Spanish** would be considered an additional asset.

Greetings from your future manager:

"If you are looking for a job in international team with great atmosphere and open-minded professionals, where you can grow your HR career, then UPM HR Services is the place to be. We provide high-quality HR services to all employees across UPM organization globally. Collaboration and support are at the heart of what we do – we always support each other, making sure our UPM employees get the best service experience". - Irina Stepanova, Manager, HRS Develop & Perform

What you will do

In HR Services, our work is organized across multiple teams, each with a slightly different scope of responsibility. In one of our teams, you will help create a positive HR experience for employees by ensuring HR information and processes are accurate and up to date. As part of your role, you will take part in additional HR projects and initiatives, with the opportunity to implement your own ideas.

Join team supports end-to-end recruitment and hiring activities across UPM. You will:

- Co-operate with stakeholders at all levels of the business including HR business partners, managers, candidates, and recruitment agencies
- Ensure great employee and candidate experience by maintaining clear and consistent communication
- Post jobs in selected recruitment channels, schedule interviews, background checks and assessments

Develop & Perform team supports local UPM business units with learning-related activities. You will:

- Support employee growth and development by coordinating engaging classroom and digital training programs
- Guide employees and managers on HR processes and policies
- Ensure smooth learning experience through training administration, stakeholder communication, Workday data management, reporting, and invoice verification

Rewards and Career Changes team supports employee data management. You will:

- Perform various tasks related to employment life cycle administration and reporting
- Maintain employees' personal, employment, and compensation data in our HR system

- Prepare documents, administer benefit processes, prepare various reports, and answer queries related to our HR system and employment

Who you are

- You have a strong command of **English**, combined with fluency in either **Finnish** or **German**. Knowledge of **Spanish** would be considered an additional asset
- You are interested in HR and eager to learn how it is organized in a global company
- You can systematically approach a high volume of diverse assignments and handle competing priorities
- You demonstrate accuracy and attention to detail

This is what we offer to you

- **Meaningful job:** We are proud of what we do. Our work highlights the expertise of our personnel, the high quality of our products and the company's values.
- **Inspired and motivated teams:** We have highly skilled workforce. We are a multifaceted, international organization that works as a team to achieve our shared goals.
- **Responsibility for people and environment:** Our ethical principles embrace people as well as the environment. We are always aiming to build a more sustainable future.
- **Comprehensive onboarding and development opportunities:** We provide you with the knowledge you need to perform well in your role and to feel like a part of the team, you can also take part in additional assignments and learn new valuable skills.
- **Support with relocation to Kraków:** We offer flight tickets and support with accommodation. Kraków is an international and affordable city offering a wide range of attractions as well as great transport connections to the Tatra Mountains and other parts of Poland!
- **Attractive benefits package:** UPM's benefits package includes private medical health care, life insurance, sport's card, budget for external training, and company phone also for private use.
- **Flexible work arrangements:** employing a hybrid model, our employees can split their working time between their home and the office. We support flexible working hours within agreed frame. Our office and ways of working are adjusted to meet the highest safety standards.

Additional information about the position

We are located in Eximius Park in Zabierzów, Kraków area.

This position offers a hybrid working model, combining remote work from home with regular on-site collaboration.

How to apply

To apply, please submit your CV and cover letter both in **English** by **August 31, 2026**. Please note that we accept only applications submitted through our online application system. We begin reviewing applications as they are received, and you may be contacted before the application deadline.

For support with submitting your application, please contact the HR Services team at careers@upm.com or tel. +48123999499.

Learn more about how to apply from [our Careers page](#).

Additional information

If you have any concerns about the recruitment and selection process, you can report those online through the UPM Report Misconduct channel using the link:

<https://www.upm.com/investors/governance/compliance/reportmisconduct/>.

UPM business information

UPM's HR Services supports UPM operations all over the world. Our teams provide high-quality HR services in employee life-cycle administration, learning and recruitment processes. HR Services is a great vantage point into the HR organization and processes of a large, global company, and an ideal place to take your first steps in your HR career. If you wish to get more insight about who we are, check out this [video](#).

UPM – we renew the everyday

Read more: [upm.com](https://www.upm.com)

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