



TITAN USJE AD SKOPJE, TITAN GROUP

IS HIRING

PAYROLL SPECIALIST

Are you detail-oriented, analytical, and passionate about accuracy in numbers? We are looking for a **Payroll Specialist** to join our team at TITAN USJE, a leading player in the cement industry committed to excellence in manufacturing and sustainability. We are dedicated to producing high-quality products while minimizing our environmental footprint.

JOB BRIEF:

The Payroll Specialist will be instrumental in ensuring accurate and timely payroll preparation in compliance with legal and internal standards.

The ideal candidate combines strong analytical and numerical skills with discretion, integrity, and a drive for continuous improvement. This is an excellent opportunity for a professional who wants to contribute to a stable, responsible, and people-focused organization that values operational excellence.

KEY RESPONSIBILITIES:

- Prepare and process monthly payroll accurately and on time in compliance with legal and internal requirements.
- Maintain and update employee records related to employment.
- Ensure compliance with all labor, tax, and social security regulations, and proactively monitor legislative changes.
- Prepare documentation for internal and external audits, ensuring accuracy and data integrity.
- Maintain strict confidentiality of all payroll and personal data in line with GDPR and company policies.

SKILLS AND QUALIFICATIONS:

- University degree in finance, economics, HR, or related field.
- Minimum 2–3 years of experience in payroll administration or a similar role.
- Understanding labor law, taxation, and social contribution regulations.
- Proficiency in MS Office and other AI tools, HR/payroll systems (SAP experience is an advantage).

- English proficiency, advanced level of written and verbal English

PREFERRED ATTRIBUTES:

- High attention to detail, confidentiality, and integrity.
- Excellent organizational and communication skills
- Ability to work effectively in a fast-paced environment.

WHAT WE OFFER:

- Attractive remuneration and benefits package, including:
 - Incentives and bonuses
 - Wellbeing incentives: Private medical insurance, free sports activities, free weekday lunch, free legal, financial & mental health consultations
 - Maximum vacation allowance
 - Parental and family benefits
- Career development and training opportunities
- Positive, encouraging and attractive working environment

TITAN is committed to providing equal employment opportunities and prohibits all forms of discrimination. All applicants will be treated fairly and with the utmost confidentiality.

Apply online at our web site online application www.usje.mk in Career/Join Us with attached CV and Motivation Letter in English.