



HR Specialist

Since its foundation in 1923, the KESSLER Group has developed into the world's leading manufacturer of motor spindles, direct-drive milling heads and turning/swivel tables for machine tool industry. Based on its core competence in the development of electric drives and machine systems, KESSLER brings high precision to its products and sets new standards in the machine tool industry.

Your responsibilities

- Follow up of the changes in the local legislatives and preparation of all decisions related with the labor law
- Control the process for regular checkups in accordance with the local legal regulation and ISO
- Creating and revising job descriptions with respective team leaders
- Coordinate the development of the training plans with the respective team leaders, health and safety activity
- Ensure legal compliance throughout human resource management
- Maintaining department records and reports
- Coordinate the data protection procedures
- Conducting new employee orientations and employee relations counselling
- Coordinate and control the process for delivering the uniforms and/or protective equipment
- Participate in the job interview process
- Maintaining company directory and other organizational charts
- Developing, revising, and recommending personnel policies and procedures
- Archive all incoming/outgoing documents in the company

.We look forward to receiving your application !

* Only selected candidates will be contacted for interview

* By submitting your CV, you agree that your data will be retained in our database for a period of 12 months

More about KESSLER:



LinkedIn
KESSLER Group



Instagram
kessler_official



Facebook
KESSLER Group

Qualification needed

- University degree in Legal Sciences
- Minimum 3 years of working experience in HR department
- Excellent knowledge of the local legislatives
- Excellent communication skills
- Responsibility, flexibility and organization in carrying out the activities
- Excellent knowledge of spoken and written English
- Familiar with ISO 9001:2015 procedures is an advantage

Our offer

- One shift (Monday to Friday) 07:30 - 15:30
- Employment agreement on definite time of 1 year
- Payment of salary at the end of the current month
- Transportation and meal provided during the working hours
- Attractive annual (vacation) allowance
- Additional 24/7 accident insurance
- Possibility for private health insurance
- 24 working days for vacation
- Stable work environment in which learning and professional development are stimulated
- Employment at the KESSLER group, with 100 years in the development and production of electrical machines

KESSLER Macedonia

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