

# WE ARE HIRING!

**Compass Management International** for the office in **Kumanovo** is looking for:

## **HUMAN RESOURCES GENERALIST**



### Responsibilities:

- Tracking employee working hours, ensuring accurate attendance recording and managing schedules.
- Scheduling medical exams and trainings for safety at workplace for new employees.
- Provides first line support for various employee inquiries and serve as a primary contact for all HR matters.
- Maintaining database for each employee.
- Creating employment verification forms.

### Requirements:

- Fluent in English
- Able to work in second shift

### Candidate personal qualities:

- Good personal organization and time priority management
- Team player that is motivated by the opportunity for advancement
- Presentation and good communication skills
- Maintain an extremely high level of confidentiality

### We offer you:

- Professional and personal growth and accomplishment.
- Modern working environment.
- Part – time employment.
- Full job training will be provided
- Private health insurance

If you are interested in this position, please send us your CV in English.  
Only short listed candidates will be contacted.

With submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process