

LIBERTY Steel Group, as part of the GFG Alliance, is a global steel and mining company with over 30,000 employees in more than 200 locations on four continents. It is an international business with an integrated offer - from the production of liquid steel made from raw materials and recycled materials, to high-precision steels and associated services, available to customers worldwide.



Liberty Skopje, as part of the Liberty Steel Group, is one of the largest producers of steel products in the Balkans and offers cold rolled, galvanized and organic coated products, mainly for the general industry segment of the regional market. We believe that our position in the steel and mining industry brings unique opportunities. We are currently inviting interested applicants to apply for the full-time position in our Human Resources and Legal Affairs department (1 position).

Administrative assistant in HR

Key responsibilities:

- Works on projects to improve processes within the company - Implements and monitors the internship and volunteering program
- Actively engages in social responsibility initiatives
- Supports the CEO in daily activities (organizes meetings, attends meetings and prepares minutes of them, etc.)
- Supports the management team in the implementation of administrative procedures
- Maintains administrative procedures to support the organization's benefits policies and ensures that they are implemented effectively
- Maintains and implements the protocol strategy to ensure that business operations are carried out without any delays
- Maintains and implements the travel strategy to ensure that business operations are carried out without any delays
- Performs translations (written and verbal) as needed and upon request by any member of the management team

Requirements:

- University degree
- Strong communicational skills both written and verbal (both in Macedonian and English)
- Strong organizational and time management skills

Note: In accordance with personal data protection law, by submitting your application we will process your personal data as a pre-contractual activity or, if you agree, store it in our candidate database. You can withdraw your consent at any time by sending a request to the following email: HRJobs.Skopje@libertysteelgroup.com. More information can be found in the Privacy Notice for Employment Candidates: <https://libertysteelgroup.com/mk/vacancies/>