

**We are hiring**

**Job Position:** **HR Officer**

**(unit: People & Organization, sub-unit: Governance & People Services)**

**DB Schenker Macedonia, Head Office**

DB Schenker is a global employer. Being the transport and logistics division of Deutsche Bahn we’re constantly looking for enthusiastic, motivated employees for over 2.000 locations in 130 countries, to move goods and projects across borders. Whatever your background, we offer the ideal environment for new starters, career changers and anyone looking for development opportunities.

**Job Position:** **HR Officer**

**Your tasks:**

* Employee’s data maintenance in local and global applications
* Monthly reporting​
* Responsible for administration & legal requirements for the whole employment lifecycle- from hiring till separation, including contract management, time&attendance, payroll input
* Comp&ben processes administration
* Local support for the HR Business Partners
* Support local implementation of new digital systems and new processes
* Collaboration with recruiting & employment agencies
* Health & safety administration

**Your profile:**

* Working experience in HR administration, minimum 1 year
* Knowledge and experience in local labor legislative topics
* Faculty degree – Human Resources/ Law/ Economics/ Business Administration or comparable
* Driving licence
* Fluent English
* Solid knowledge of MS Office

**Your skills and competencies:**

* Great communication skills
* Team player
* High work engagement
* Proactive
* Continuous improvement mindset and self-initiative
* Responsible, responsive, reliable, and well organized

**Our offer:**

* Employment in a global company, one of the most successful in the world of transport and logistics
* Fixed working time (Mon- Fri, 08-16 h)
* Organized transport to/from home
* Hybrid work model
* Attractive salary and benefits
* Development opportunities, locally and globally
* Trainings for self- and company development
* Great team and great working environment
* Full support in menthoring and onboarding

Interested? We look forward to receiving your application. Please send your CV by **E-mail:** [**mk.dl.skp.career@dbschenker.com**](mailto:mk.dl.skp.career@dbschenker.com), **Application deadline: 15.05.2023.**

**https://www.dbschenker.com/mk-mk**

\*thank you in advance for your applications. We will contact only the candidates which profile (education, experience, achievements) mostly fit to the position.

Sending your applications, you allow us to use your personal data, which are safe, confidential, and will be used exceptionally for the process of recruiting.