



# HUMAN RESOURCES OFFICER KFC NORTH MACEDONIA

## About KFC

We all love chicken, but what makes us special from others are our brilliant people who hide behind the success of KFC.

KFC owns the market when it comes to serving chicken. One of the largest food chains in the world, KFC is the franchise of more than 25,000 restaurants in around 145 countries around the world. All restaurants serve delicious and unique chicken offering unparalleled experience to every customer.

## Duties and responsibilities of the job:

### 1. Recruitment:

- Prepare job descriptions & posting ads
- Coordinate the hiring process

### 2. Databases & Employee files:

- Manage and update personnel files – electronically and physically
- Various reports on Employee Status & Bench planning
- Create and implement different forms/systems to make everyday tasks easier

### 3. Payroll & Leaves

- Update information on all employees, including sick leaves, leaves of absence, overtime hours, work schedules, and more
- Prepare employee payroll
- Manage employee leave forms

### 4. Training & Development

- Maintain learning and training system for employees
- Plan and implement training process for employees

### 5. Employee Relations and Restaurant Support

- Support restaurant management to become self-sufficient in HR processes
- Continuously communicate with restaurant management to ensure processes are followed correctly
- Help with any ad-hoc issues that arise

### 6. Compliance (Laws and Legislation)

- Contracts/Annex Contracts for all staff (beginning, change in position/pay, continuations)

## Who we're looking for:

Someone with a real passion for people and the brand, with an innovative approach that is ready to go out of the comfort zone for the team, open to experiment, learn and face different challenges, until he/she succeeds in creating a chain of values that makes it clear that KFC is your number one choice for employment.

You will be an officer with the opportunity to grow within the company and have the will to constantly support the people you work with by guiding them wholeheartedly towards the company vision.

### **This position also requires:**

- Have a BSC degree in a Business-related subject- preferable on the specific Human Resources;
- Good communications skills both in spoken and written Albanian/Macedonian and English language;
- At least 2 years of working experience in Human Resources-
- Good knowledge of Microsoft Office package;
- Familiarity and knowledge in other HR related software's is an advantage;
- Have the ability to work in a team and to manage challenging situations.
- Excellent organizational and decision-making skills
- Excellent empathic and interpersonal skills
- Good analytical skills, to act with integrity, professionalism and confidentiality
- Good knowledge of laws and regulations related to the field of Human Resources
- Amazing people who love to smile

### **What we can offer you**

- Professional training
- Daily free meal at KFC (20% discount off of other purchases)
- Free beverages in the office
- Company car under disposal for the department available to complete tasks
- Expanded national & international career network

### **How to apply?**

Please send your CV and other relevant documents to [jobs@kfc-mk.com](mailto:jobs@kfc-mk.com) till 29/02/2024. Please let the subject line be "HR Officer".