



HR Coordinator - Logistics center in Skopje office

Role and responsibilities:

- Lead recruitment process by posting job ads, manage interviews, assisting hiring managers, communicate with candidates
- Process all HR related administration - new hires, leaves, employee status changes and support for reporting
- Manage onboarding process for New Hires, creating welcoming experiences and facilitating training sessions
- Coordinate Learning & Development activities, ensuring employees have access to relevant resources and opportunities for growth
- Participate on corporate HR projects/Activities, contributing to the overall development and growth of the organization
- Maintain employee files and records with accuracy and confidentiality, adhering to data protection regulations
- Ensure correct data for payroll to guarantee timely and accurate compensation for employees

Technical Skills & Qualifications:

- At least 3 years of experience on similar position ideally in a corporate environment
- Knowledge of applicable labor laws and regulations to ensure compliance with HR processes and procedures
- Active English and Macedonian language
- Good computer skills (Microsoft Office, particularly Excel, Word, and PowerPoint)
- Strong attention to detail
- Customer service attitude and ability to communicate effectively with employees, managers, and external partners to address HR-related inquiries and issues
- Ability to prioritize and multitask

Please submit your CV to the following link: [HR Coordinator Job Details | Lear Corporation](#) no later than 14 April 2025.