

KEMET is a leading global company with an excellent reputation in the capacitor industry. Our vision is to be the world's most trusted partner for innovative component solutions. We are talent oriented, we believe the math must work, we demand speed, we provide unparalleled customer experiences, we exhibit ethics and integrity, we require no politics, we stand as One KEMET, we lead material innovation, we protect our environment. Our mission is to help make the world a better, safer and more connected place to live.

**We want to attract individuals with a global mindset who are innovative thinkers and who have a passion for performance excellence. We are looking for self-motivated, proactive individuals with a good sense of professional responsibility and work ethics for the position:**

### **HR Specialist**

The HR Specialist is accountable for multiple areas of HR activities including: Implement corporate and local HR policies and procedures, Administration and compliance, Employee hiring, Onboarding, Termination and records maintenance, Employee and labor relations and communications, Payroll preparation, Rewards program coordination and/or administration, HR related training, Maintenance of accurate data in HRIS.

#### ***Required knowledge and skills:***

- Bachelor's degree in Economy, Law or Human resources management,
- Willingness to work with people and to educate them,
- Accept continuous change,
- Being patient with different requests,
- Enthusiasm for personal lifelong learning,
- Courage to propose improvements,
- Ability to build and maintain positive relationships with colleagues,
- Find interesting working administrative duties,
- Experience in human resources might be advantage,
- Competency in Microsoft applications including Word, Excel, and Outlook,
- English proficiency.

***Please apply if you have required knowledge and skills and it will be our duty to train you about position responsibilities - HR Team of KEMET Macedonia***

Please send your application (**CV and Cover Letter**), by **August 22, 2021**, with subject line **HR Specialist / your name and surname** to: [\*\*macedoniacv@kemet.com\*\*](mailto:macedoniacv@kemet.com)

Only shortlisted candidates will be contacted.

The job applications will be kept in our database for one year.