

Lear, a global automotive technology leader in Seating and E-Systems, is Making every drive better™ by delivering intelligent in-vehicle experiences for customers around the world.

Our diverse team of talented employees in 36 countries is driven by a commitment to innovation, operational excellence, and sustainability as we live our values to Be Inclusive, Be Inventive, and Get Results the Right Way.

As an HR Officer, you provide day-to-day HR support across employee administration, recruitment, onboarding, compliance, and engagement activities for the Skopje Logistics Center. You support the employee lifecycle and help build a positive, compliant, and engaging workplace environment.

HR Officer – Logistic Center in Skopje Office

Role and responsibilities:

Support recruitment activities, partnering with hiring managers and the GBS Recruitment team to attract and hire talent in line with the workforce plan.

Coordinate onboarding and integration activities, serving as the primary HR contact for new employees and ensuring a positive onboarding experience.

Prepare employment offers and maintain employee records in HR systems and personnel files with a high level of accuracy and timeliness.

Manage HR administration processes, reports, and KPIs while ensuring compliance with local legislation, company policies, and internal controls.

Support payroll-related activities, including timesheet administration and coordination in line with payroll deadlines.

Coordinate employee lifecycle activities, including offboarding, documentation management, and HR process execution.

Promote employee engagement, well-being, training, and development initiatives while supporting employee experience programs and engagement activities.

Collaborate with internal and external stakeholders, including leadership teams, universities, government authorities, and vendors, while supporting HR communications and procurement-related processes.

Skills and Qualifications:

Education: University degree.

Language Skills: Fluent English and Macedonian language skills, both written and spoken.

Experience: 2+ years of experience in an HR role, ideally within a corporate environment.

Knowledge of labor laws and employment regulations relevant to HR processes and compliance.

Proficiency in Microsoft Office, particularly Excel, Word, and PowerPoint.

Strong organizational skills with the ability to prioritize multiple tasks, maintain attention to detail, and deliver excellent customer service.

We Offer:

A dynamic and friendly work environment where your contributions are valued

An inclusive and diverse workplace culture where every employee is respected, supported, and given equal opportunities to grow and succeed

Competitive salary

Sport Master membership to support your physical fitness, mental health and overall wellness

Modern office in the city center

Flexible working hours

Career development and growth opportunities

Please submit your CV to [HR Officer Job Details | Lear Corporation](#) no later than September 1st 2026



Making every drive better.

