

# WE ARE HIRING!

**Compass Management International** for the office in **Kumanovo** is looking for:

## **HUMAN RESOURCES GENERALIST**



### Responsibilities:

- Creating, implementing and supervision of the annual plan for human resource management of the company.
- Preparation of employment contracts, additions to contracts, employment and dismissal of employees of the company.
- Scheduling medical exams and trainings for safety at workplace for new employees.
- Provides first line support for various employee inquiries and serve as a primary contact for all HR matters.
- Maintaining database for each employee.
- Creating employment verification forms.
- Recruiting.
- Complete editing and keeping of the entire documentation in accordance with the Labor Law (decisions, vacations, sick leave, etc.)

### Requirements:

- Fluent in English
- Bachelor's degree in Law
- Able to work in second shift

### Candidate personal qualities:

- Good personal organization and time priority management
- Team player that is motivated by the opportunity for advancement
- Presentation and good communication skills
- Maintain an extremely high level of confidentiality

### We offer you:

- Professional and personal growth and accomplishment.
- Modern working environment.
- Full – time employment.
- Private health insurance.

If you are interested in this position, please send us your CV in English.

Only short listed candidates will be contacted.