

LIBERTY Steel Group, as part of the GFG Alliance, is a global steel and mining company with over 30,000 employees in more than 200 locations on four continents. It is an international business with an integrated offer - from the production of liquid steel made from raw materials and recycled materials, to high-precision steels and associated services, available to customers worldwide



Liberty Skopje, as part of the Liberty Steel Group, is one of the largest producers of steel products in the Balkans and offers cold rolled, galvanized and organic coated products, mainly for the general industry segment of the regional market. We believe that our position in the steel and mining industry brings unique opportunities.

We are currently inviting interested applicants to apply for the full-time position in our Human Resources and Legal Affairs department (1 position).

Payroll and Reporting Specialist

Key responsibilities:

- Collecting time data and payroll information and consistently, accurately process payroll for 500 employees
- Entering data into payroll and administrative databases and software programs
- Calculating wages, benefits, tax deductions, etc.
- Maintaining accurate records of payroll documentation and transactions
- Developing, creating and maintaining accurate and prompt reports on the workforce status including key indicators not limited to: number of employees, open positions, leavers, turnover, performance and similar
- Optimizing existing reports aimed to inform the management on workforce effectiveness and structure as well as answer to ad hoc report demands
- Design reports to answer relevant business questions and communicate key HR metrics to stakeholders
- Provide current trends analysis in order to align the needs and requirements

Requirements:

- Several years working experience in payroll or similar role
- Bachelor of Economics is preferable
- Strong communicational skills both written and verbal (both in Macedonian and English)
- Excellent analytical skills and high numerical aptitude
- Sound understanding of current Labor Law legislation
- Strong organizational and time management skills

What we offer:

A dynamic work environment that stimulates learning and professional development. Competitive salary as well as **PRIVATE HEALTHCARE COVERAGE**.

If you are looking for an opportunity to work across some exciting projects with the ability to influence and effect the business in a positive way, please send your CV in English using the “Apply now” tab.

Note: In accordance with personal data protection law, by submitting your application we will process your personal data as a pre-contractual activity or, if you agree, store it in our candidate database. You can withdraw your consent at any time by sending a request to the following email: HRJobs.Skopje@libertysteelgroup.com. More information can be found in the Privacy Notice for Employment Candidates: <https://libertysteelgroup.com/mk/vacancies/>