

WE ARE HIRING!



SENIOR HR ADMINISTRATOR

For our office in Kumanovo, Compass Management International is looking for an experienced and detail-oriented Senior HR Administrator for a **temporary** position to support our HR and office operations. The ideal candidate has hands-on experience in payroll, labor law compliance, employee records, and general administration.

Responsibilities:

- Prepare and verify payroll data, attendance, overtime, bonuses, and leave records.
- Ensure compliance with applicable labor laws and employment regulations.
- Maintain employee databases, personnel files, contracts, and HR documentation.
- Manage onboarding, employee changes, leave administration, and offboarding.
- Prepare HR reports and coordinate with management and accounting.
- Handle daily office management and administrative needs.

Requirements:

- At least 3 years of progressive, hands-on HR experience.
- Practical knowledge of labor law and employment compliance.
- Experience with payroll administration and employee records management.
- Strong organizational skills, attention to detail, and high levels of confidentiality.
- Proficiency in Microsoft Office, particularly Excel.
- Excellent command of the English language
- Availability to work the second shift, Monday–Friday, 3:00 PM–11:00 PM.

We Offer:

- Full-time employment in a modern work environment
- Professional and personal growth opportunities
- Private health insurance

If interested, please send your CV in English. Only shortlisted candidates will be contacted.

When submitting your CV or any other document you explicitly consent that we may process your personal data contained therein for the purposes of the recruitment process.