

HR Specialist

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eppc
HUMAN RESOURCES TRAININGS FINANCIAL MANAGEMENT

eppc on behalf of its client, a leader in the international mining industry, is currently recruiting an HR Specialist.

Purpose of position:

To coordinate department services and functions between Home office and Tirana Office, relating to personnel data administration and maintenance, performance management system administration, Human Resources (HR) administration, assistance with recruitment, orientation and training.

Major responsibilities:

- Keep personnel files accurate, updated and confidential. Suggest, set up, and maintain HR administrative systems related to filing of hard copies
- Gather information from Tirana Office, maintain employment/departure staff records and submit employee declaration to the Local Labor/Tax Office and on monthly basis
- Assist in the facilitation of orientation of new staff; ensure respective managers provide specific induction to their new staff
- Maintain HR related information/document flow. Ensure that all communications are circulated in Istanbul Office and Tirana Office a timely manner
- Support to develop advertisements and job postings using Head Office guidelines/templates
- Prepare documents, correspondence, and reports (developing, summarizing, analyzing as necessary)

Requirements for this position are:

- Bachelor's degree or equivalent in Social Science or Business administration
- Knowledge of Albanian Labor Code
- A minimum of two years' administrative experience; experience in HR administration preferred
- Ability to work under pressure, being self-motivated and detail-oriented
- Very good communications skills
- Very good English or Turkish

Facts & Figures

Position:	HR Specialist;
Location:	Tirana;
Working hours:	40;
Contract:	According to Labor Code;
To apply until:	10.04.2017.

How to apply

To apply for this opportunity, please send your CV and supporting document, mentioning the position that you are applying for, to: recruitments@eppc.al

You will be contacted by eppc only if your CV & support documents will be qualified by our evaluation team.