

EPPC Kosovo, on behalf of its client, an international software company placed in Kosovo, which builds solutions for law firms, corporate legal departments, and professional services firms, is seeking for an 'HR Manager'.

## Major responsibilities:

- Be able to actively recruit for open positions, search for new candidates from social media, post and track Jobs on various websites and partnering with external resources to ensure headcount needs are met;
- Conducting & screening interviews and coordinating with departments for second level interviews;
- Prepare offer letters and appointment letters, performing background checks, and conduct annual performance review;
- Lead the company employee relations activities including performance management programs; utilizing systems/tools that support the business objectives;
- Manage employee benefits as well as employee feedback including during onboarding and offboarding, partner with benefit broker regularly, and lead annual open enrollment;
- Maintain accurate records for employee transaction in the HRIS and company policies with the applicable laws;
- Support Operational training program by providing feedback and recommendations to trainers.

## Requirements for this position are:

- Bachelor's degree in HR/Psychology;
- At least 2 years of experience in Human Resources;
- Self-confident and determined;
- Positive attitude and be able to work in high pressure situations;
- Able to work flexible hours and afterwork when needed;
- Well organized and willing to work on own initiative;
- Excellent written/verbal communication skills in English;
- Experience in Microsoft Package.

## Facts and Figures:

<b>Position:</b>	HR Manager;
<b>Location:</b>	Prishtina;
<b>Salary:</b>	Very competitive;
<b>Contract:</b>	According to Labor Law of Kosovo;
<b>Deadline:</b>	31.07.2019.

## How to apply:

To apply for the position, please send your CV until 31<sup>st</sup> of July 2019 and supporting document, specifying the position you are applying for 'HR Manager', at the email address:

[kosovo@eppc.al](mailto:kosovo@eppc.al)

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