

EPPC Albania on behalf of its client, a **BIG INTERNATIONAL COMPANY**, is currently recruiting an **HR Manager (fixed-term contract)**.

Major responsibilities:

- Works closely with employees and their managers;
- Lead the process improvement of HR processes and data requests;
- Handle all employee relations issues;
- Coordinate and lead talent management discussions with assigned business leaders;
- Drive employee engagement initiatives.

Requirements for this position are:

- University degree (with a preference in Business Administration or Human Resources Management);
- The ability to work with all levels of employees;
- Excellent team building skills, self-motivated with the ability to multi-task in a fast-paced environment;
- Creative problem solver with strong attention to detail, organization, and follow-up skills;
- Proficiency working independently in Word, Excel, PowerPoint, Outlook;
- Strong communication skills to include verbal, written, and interpersonal;
- **Fluent in English;**
- **Resident in Berat, or available to travel to Berat.**

Facts & Figures:

Position:	HR Manager
Location:	Berat
Contract:	According to the Labor Code (Fixed-Term)

How to apply:

To apply for this opportunity, please fill your application until 07.07.2019, at:

<https://aplikim.eppc.al>

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