HR Administrator

Provides HR support to the HR Department in general administration

Responsibilities

- Maintains department office area in an organized and professional manner including supplies and equipment for a new hired
- Responsible for processing regular recording of employees health and pension insurance in front of Health and Pension fund and other relevant institutions
- Support monthly payroll process and ensure data accuracy
- Enters new employee information into relevant HR systems, creating personal files for all new starters and ensure that all documentation is completed while maintaining filing system (both paper and computer) and handle contract review periods and employee handbook while updating HRIS and employee directory with any employee change
- Manages the absence/holiday recording system and leaver administration process and preparing necessary documentation

Your Profile

- Faculty of Economics
- Excellent knowledge of English language
- Advanced level in computer skills
- Good communication skills, self starter and self motivated
- Ability to collaborate in a team environment

Enjoy speed? Then set the pace with NORMA.

Please send your complete application documents to:
karijera.rs@normagroup.com

For more information about NORMA Group please visit: www.normagroup.com

NORMA Group SEE, Batinska 94, Subotica, Serbia

We are an Equal Opportunity Employer

22/02/2021