



**Dr. Pendl & Dr. Piswanger Albania**, the Human Resources Consulting Company, very successful in Albanian market since 2001, branch of Dr.Pendl & Dr.Piswanger GmbH in Vienna, is currently looking on behalf of our reputable client that is a market leader in its operational model, for an experienced professional for the position of

## Human Resources Advisor

*As an HR Advisor, you will be responsible for delivery of a full range of human resource services, specifically reviewing and advising on HR policies and processes across the business, ensuring the most effective utilization of human resources tools for the purpose of achieving strategic business objectives. This role primarily acts as HR Business Partner delivering operational HR advice to line managers across the business and providing the full range of general Human Resources services and activities.*

### Responsibilities of the position include:

- Dealing with various HR queries throughout the business
- Reviewing and updating job descriptions
- Advising managers on recruitment and selection strategies
- Training hiring managers on candidate interview evaluation techniques
- Assisting with and developing recruitment campaigns
- Monitoring key recruitment metrics, such as turnover and retention rates
- Providing advice and playing a major role in work reviews and change processes
- Using HR information systems to access, input and compile data, identifies development needs
- Managing staff relationships, responding to any queries or problems that they have and managing their expectations
- Researching and recommending performance evaluation methods (e.g. employee appraisal systems)
- Monitoring, reviewing and updating all HR policies and ensuring these are in line with current legislation
- Assisting in organising employer branding initiatives
- Acting as the point of contact for hiring managers, employees and other HR team members

### Job Knowledge Skills and Experience:

- Proven work experience 7 – 10 years as an HR advisor or manager role
- Ability to advise and work with senior members of staff
- Hands-on experience with IT programmes and HR systems
- Personable with strong communication and relationship building capabilities across all levels of the business
- Driven and determined
- Practical and logical; able to solve problems quickly
- Excellent communication ability, fluent in English language both written and verbal.



Interested professionals are invited to send their professional resume until **26.12.2021** to the following e-mail address: [L.zhebo@pendlpiswanger.com](mailto:L.zhebo@pendlpiswanger.com)