



Dr.Pendl & Dr.Piswanger Albania is currently looking to recruit an Human Resources Assistant

Human Resources Assistant

Mission:

The human resource assistant is responsible for the administrative support of day-to-day human resource operations in order to build up and maintain long-term customer contacts.

Skills and knowledge:

- University degree (Bachelor or Master of Business Administration and/or Social Sciences)
- Previous experience in an HR assistance role
- Preferable experience in dealing with multinational organizations, teams and agendas
- Fluency of English; Knowledge of another language will be considered a plus

Main responsibilities:

Recruitment/New Hire Process

- Participating in recruitment process
- Draft job announcements and posting job ads, organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Ensuring background and reference checks are completed

Payroll and Benefits Administration

- Processing timesheets, which includes working hours, vacation and sick time
- Facilitating resolutions to any payroll errors

Record Maintenance

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records

We are looking for an individual that:

Is passionate about Human Resources and loves to work with people, able to handle a lot of communication processes in very diverse environment. In addition, but not limited to, the individual should:

- be able to communicate clearly, both written and orally, as to communicate with job seekers, coworkers and in group presentations and meetings
- be active listener and able to effectively read and interpret information.
- be able to prioritize and plan work activities and multitasking
- be organized, accurate, thorough, and able to monitor work for quality
- have minimum 1-2 years of previous experience in HR processes (screening, interviews, payroll etc)

If interested, please submit your Motivation letter and CV in English until 30th of May 2022 at email address L.zhebo@pendlpiswanger.com

