



DDC MLS d.o.o. Sarajevo

HR Administrator - (m/f)

Organize and maintain personnel records Prepare employment contract, orders and certifications
Update internal databases (record sick leave) To be responsible for collecting new employees documentation

Participate in HR projects (e.g. help organize a job fair event) Arrange travel accommodations and process expense forms Assist payroll department by providing relevant employee information Other tasks given by HR manager

Proven work experience as an HR Administrator or relevant role

Experience in personal development, planning and individual, team and process performance management Experience in personal organization and ability to prioritise and carry out multiple tasks
Proven experience in Microsoft Office Tools (Word, Excel, Access) Proven experience in reading and understanding documentation written in ENGLISH and specific language required for their job position

Experience in office terminology, procedures and practices

Strong Administration Skills Ability to work under the pressure and tough deadlines Bachelor's degree or possession of a university equivalency diploma

Strong phone, email and in-person communication skills Excellent organizational skills, with an ability to prioritize important projects

Key Responsibilities:

Experience:

Knowledge and skills:

Location: Banja Luka

DDC MLS is part of the DDC Group, which employs more than 4,500 employees located in 12 locations around the world. DDC Group provides its services in the global market with incomparable structure and consistency of its business.

DDC MLS currently has an open position for HR Administrator in Banja Luka!

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If you are interested to join our team, we encourage you to share your background, interests and ambitions with us. All interested in this position

can apply by sending CV on email: posao@ddcce.ba

posao@ddcce.ba

www.ddcmls.ba

DDC Multilingual Solutions

033 730 285

Lokacija: Banja Luka
Datum objave: 13. Apr 2022.
Datum isteka: 13. May 2022.