

# WE'RE HIRING

## HR Officer - Intern

LOCATION - BITOLA

*KROMBERG & SCHUBERT is a global industrial group primarily active in automotive industry, comprises four business units: Cables, On-board networks, Plastics Technology and Mechatronics. It provides its products to the largest European car manufacturers (VW, BMW, AUDI, Mercedes, Škoda...), and employs over 50,000 people worldwide in more than 40 different locations.*

*In Macedonia, in the **Bitola region**, **KROMBERG & SCHUBERT** has built a manufacturing plant and employs over 5.500 workers.*

### **Responsibilities**

- Personnel administration, employee orientation and contracts management
- Timekeeping, Reporting and Data Base Administration
- Employee documentation services
- Handle employee files and HR filing system
- Conduct Recruitment Procedures
- Assisting day-to-day operation of the HR and give department support as required

### **Requirements**

- PC skills on professional user level (MS Office) and skills in database management and recordkeeping
- Effective verbal and written communication skills ; Behavior to the highest ethic standards
- Strong commitment to customer service and confidentiality
- University Degree (Legal, Economic or Social Sciences preferable)
- Knowledge of employment laws and practices in Macedonia
- Proficient English (verbal and written)
- Excellent interpersonal and organizational skills

### **We offer**

- Full support of a fast growing international corporation
- Working in a dynamic automotive industry
- Stability and self-actualization
- Competitive salary and bonuses
- Training program and exciting internal development opportunities
- Good working conditions and clean working environment
- Private Health Insurance
- Organized transport and a Canteen

For more detailed information please refer to [www.kroschu.com](http://www.kroschu.com) section CAREER

**Please send your CV & Cover letter:**



**[career@ksmk-bt.kroschu.com](mailto:career@ksmk-bt.kroschu.com)**