

GÜLERMAK AGIR SANAYİ İNŞAAT VE TAAHHUT ANONİM ŞİRKETİ Ankara Republic of Turkey-Branch Office in Skopje, Republic of North Macedonia

Eastern part of Railway Corridor VIII, First Section Kumanovo - Beljakovce an Second Section, Beljakovce – Kriva Palanka plus Track Renewal works on the section Nogaevci – Negotino on Rail Corridor X.

GÜLERMAK has been in operation since its establishment in the year 1958, and has been executing global turnkey civil infrastructure, and industrial construction projects.

At GÜLERMAK, our wide range of services are tailored to meet the unique needs of our client's preferences, which include Metros, Tunnels, Railways, HSRs, Tramways Highways, Bridges, Viaducts, and Hydro-Electric Power Plants, with the successful delivery of more than 30 number of prestigious EPC Metro, Tram, Rail and HSR projects in Poland, Sweden, U.A.E, India, Turkey and North Macedonia.

We are currently looking for a " Human Resources Specialist " who possesses the following qualifications and will work in North Macedonia;

S(he) is responsible for performing and improving HR processes and has full responsibility for compliance with local laws, company policies and procedures.

Main Expertise Areas

Planning, Organization, Communication, Coordination, Local Labour Law, Employee Relations, Payroll and Employee Benefits

Required Knowledge and Skills

- Commitment to Gülermak Corporate Culture and Policies
- Continuous Self Development Efforts
- Minimum 3 years' experience as a HR Specialist
- Fluency in English or Turkish– written and spoken
- Knowledge of labor laws;
- University degree in Human Resource Management, Faculty of Law, Business Administration or Psychology

Duties and Responsibilities

- Workforce planning, determination of staff needs, support to recruitment in sourcing selection.
- Participation in the development and implementation of internal HR policies and procedures
- Determines any issues following any feedback obtained from the staff, reports or shares with the HR Manager, always strives to find improvement and solutions.
- Ensures timely and compliant appointment of candidates before they start, cooperates with related departments during the onboarding phase or during employment for periodical or recurring needs (work space, orientation, medical check-ups, mandatory trainings, initial workplace review, etc.)
- Supports training need analysis, annual training planning and budgeting works.
- Arranges white collar personnel's internal and external trainings, receives their feedback and reports to the HR Manager (and to the Learning and Development Specialist, in applicable regions.)
- Supports the organization's development processes.

- Supports the running and improvement of initial and annual workplace evaluation processes.
- Works on salary scales and job evaluation, supports the management in the preparation of a model for the country/region of operations.
- Performs all tasks according to quality, health and safety and environmental policy, targets and procedures.
- Tracks laws and regulations, keeps up-to-date with improvements and applications in the HR field.
- Performs other tasks assigned by the management for which s(he) is competent, as required by her/his profession.
- Ensures that time record keeping, leave tracking and similar processes are carried out accurately.
- Runs staff benefit programs as per staff requests and company's decisions.
- Ensures correct preparation of monthly payrolls and timely processing of salary payments.
- Analyzes the real causes for any possible problems in HR Processes and finds the right solution.
- Identifies needs and requests of the business and prepares the correct sets of reports, as well as periodical reports as requested by the HR Manager.
- Maintains the HR Data and ensures that only one source of master data exists for each HR Process.
- Supports other HR Specialists by designing customized reports providing source data, in keeping with strict confidentiality between Gulermak companies.
- Prepares warnings for unhealthy employee behaviors.
- Participates in regular audits by IMS and inspections by the HR Management as regards HR data and processes, reports issues to be corrected or enhanced.
- Participates in various HR Projects and delivers source data for analysis to the project team.
- Cooperates with specialists from other departments as HR data is connected with the data from the rest of the organization.
- Continues, performs and manages his/her work in line with the directives of her/his manager.
- Performs other duties assigned by the supervisor, management and cooperates with other team members within her/his area of expertise, when required.

Professional knowledge and skills

- Detail-oriented with excellent organizational skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills.