

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

- Employee relations activities – Motivation of the employees, Absenteeism monitoring
- Problem solving
- Daily communication and meetings with the employees
- Organization of transport and meals for the employees
- Timekeeping, Reporting and Data Base Administration
- Handle employee files and HR filing system
- 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
- Working in three shifts
- 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 section CAREER

Please send your CV & Cover letter:

✉ career@ksmk-bt.kroschu.com