

LIBERTY Steel Group, as part of the GFG Alliance, is a global steel and mining company with over 30,000 employees in more than 200 locations on four continents. It is an international business with an integrated offer - from the production of liquid steel made from raw materials and recycled materials, to high-precision steels and associated services, available to customers worldwide.



Liberty Skopje, as part of the Liberty Steel Group, is one of the largest producers of steel products in the Balkans and offers cold rolled, galvanized and organic coated products, mainly for the general industry segment of the regional market. We believe that our position in the steel and mining industry brings unique opportunities. We are currently inviting interested applicants to apply for the full-time position in our HR and Legal Affairs department (1 position).

HR Analytics

Key responsibilities:

- Identify, design, and perform complex statistical analyses and make recommendations on complex HR issues in partnership with the Director HR Analytics & Insights
- Developing, creating and maintaining accurate and prompt reports on the workforce status including key indicators not limited to: number of employees, open positions, leavers, turnover, performance and similar
- Optimizing existing reports aimed to inform the management on workforce effectiveness and structure as well as answer to ad hoc report demands
- Acts as a point of contact with a high level of visibility to HRIS and is available to answer questions/concerns about systems changes, policies, functions
- Collecting time data and payroll information and consistently, accurately process payroll
- Entering data into payroll and administrative databases and software programs
- Calculating wages, benefits, tax deductions, etc.
- Maintaining accurate records of payroll documentation and transactions
- Provide current trends analysis in order to align the needs and requirements

Requirements:

- Advanced Excel
- HR and Payroll processes and supporting systems
- Bachelor degree in Statistics, Business, Mathematics
- Strong communicational skills both written and verbal (both in Macedonian and English)
- Sound understanding of current Labor Law legislation
- Strong organizational and time management skills

What we offer:

A dynamic work environment that stimulates learning and professional development. Competitive salary as well as **PRIVATE HEALTHCARE COVERAGE**.

Note: In accordance with the law on personal data protection, by sending your application, we will process your personal data as a pre-contractual activity or, if you agree, we will store them in our candidate database. You can withdraw your consent at any time by sending a request to the e-mail: HRJobs.Skopje@libertysteelgroup.com
Liberty Skopje is a company that offers equal opportunities and fair treatment in employment to all persons regardless of their race, gender, religion, nationality, type of disability or political affiliation.