



Company Description

Magna International Inc. is a leading global automotive supplier dedicated to delivering new mobility solutions and technology that will change the world. Our products can be found on most vehicles today and come from 340 manufacturing operations and 90 product development, engineering, and sales centers in 29 countries. We have over 161,000 employees focused on delivering superior value to our customers through innovative processes and world-class manufacturing.

Magna Mirrors South-East Europe, a division of Magna Mechatronics, Mirrors & Lighting - leading supplier of innovative closure systems, modules and exterior and interior mirror systems, is opening the following position for the new Magna Mirrors factory located in Ohrid/Struga region:

HR MANAGER

Your Responsibilities:

- Responsible to ensure compliance with local legislation;
- Implementation of Magna standard procedures as well as local specific procedures relevant for human resources;
- To ensure internal or external payroll processing for all employees;
- To provide timely and accurate reporting to management;
- Managing and organization of recruiting of positions, while compliant with internal rules for selection process;
- Responsible for Employer Branding (e.g. organization and participation of Job Fairs, marketing via advertisements,...);
- Onboarding of new employees in General Guidelines and HR relevant processes for employees (e.g. General Guidelines, MAFACT, Compliance Trainings, Magna Employee Handbook,...);
- Responsible for the Organization/Preparation of various communication/information topics for employees internally;
- Training of all employees and managers for relevant procedures;
- Creation and implementation of social program for employees in division;
- Drives the development of employees together with respective managers;
- Creates training plans and development plans, counsils the managers;
- Prepares the data for yearly headcount budgets (both heads and costs) and regular (quarterly) forecast update;
- Prepare the data for yearly salary / wages increase ("merit file");

- On demand prepares possible changes in salary/wage models, financial- and non-financial benefits;
- Following-up the costs of HR dept. and HR costs of the company and using analysis identifies the causes of deviations, and suggests and implements solutions;
- Working together with agencies with temps;
- Prepares data and takes part on audits both internal and external / Creates action plans and eliminates findings from audits;
- Responsible for HSE Team.

Who are we looking for:

- University education in Human Resources, Economics or equivalent.
- Minimum 3 years experience in management role
- Fluent English communication skills (both written and verbal);
- Good interpersonal and effective organizational skills;
- Ability to work under pressure;
- Team player;

Your preferred qualifications:

- Proficient knowledge of MS Office Package
- Good knowledge of SAP and Workday programs
- knowledge of ISO TS 16 949 and customer specifics based on ISO 16 949, IATF
- Certification in HR

In addition, we offer you the following site benefits:

- Flexible working hours for a good work-life balance;
- Health programs, sports and team events;
- Training program and exciting internal development opportunities;
- Canteen, and organized transport;
- Private Health Insurance.

Place of work: TIRZ Ohrid/Struga

Application deadline: 17/11/2024

If you are interested to join our team and have the required knowledge and skills, please register on Magna careers page and send your application (CV) on the following [LINK](#)