

# WE'RE HIRING

## Payroll Officer

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 5.300 workers.*

### Responsibilities

- Responsible for completing payroll processing and audit employee timesheets for hours worked and accuracy. The daily responsibilities include but are not limited to:
- Maintain, prepare and process payroll for organization personnel.
- Perform daily payroll department operations
- Maintain current knowledge of government regulations
- Design and organize the HR filing system
- Administration and recordkeeping of all employees' compensation and benefits related files

### 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
- Practical knowledge of facilitation skills
- University Degree (Legal or Economics preferable) or minimum of 2 years general business experience and/or Human Resources experience
- 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:**



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