



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 28 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 Administrator

Key Responsibilities

- Assist with the day-to-day administrative tasks of the HR department, including managing employee records, updating HR databases, and organizing employee files;
- Manages the time and attendance system;
- Assist in the development and maintenance of HR policies and procedures, ensuring compliance with local labor laws and regulations. Communicate policy changes and updates to employees as needed;
- Responds to employee inquiries and requests regarding contract matters, handling employee inquiries or complaints and supporting disciplinary actions following established procedures;
- Registering and de-registering employment status in the Employment Agency of Republic of North Macedonia;
- Assist the rest of the HR team with various projects, EOS surveys, and other initiatives as required;
- Support for internal and external audits for HR processes;
- Preparing overviews and reports upon HR manager request;

Key Qualifications / Requirements

- University education (Bachelor degree) – Law, Economics, Psychology, HR or other relevant field;
- Human Resources Academy Training (would be considered as an advantage);
- Strong knowledge of Labour Law, Collective Labour agreement and respective laws;
- Work experience as an HR Administrator or similar HR role will be considered as advantage;
- Advanced knowledge in Microsoft Office (Word, Excel) package;
- Knowledge in the application of ERP systems;
- Professional experience in similar position required;
- Fluent English communication skills;
- Analytical and comprehensive thinking and action skills;
- Resilient, Result-oriented and Team oriented.

What we offer:

- Private health insurance
- Organized transportation and a hot meal
- Trainings and acquisition of new skills
- Possibilities for internal promotions and progress
- Open and dynamic corporate culture

Forward. For all.

Place of work: TIRZ Ohrid/Struga

Application deadline: 21/10/2023

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 and Cover Letter) on the following [LINK](#)