

DSA Team is a group of professionals focused on helping companies in the field of total quality management, continuous improvement, management, and problem solving with over a decade experience in international markets.

We carry out 100 % quality control according to the required qualitative and quantitative characteristics in accordance with ISO 9001 and IATF 16949 quality standards in automotive industry.

Due to constant company growth, we have new opening for the position of:

HR / Administrative coordinator

Main responsibilities:

- Publication of job advertisements nationwide
- Recruiting through various channels of selection
- Selection of candidates and talent acquisition across country
- Talent management
- On-boarding
- Other administrative support related to employee's wellbeing
- Employer branding

What are we looking for?

- Organized and communicative person
- Ability to work independently, but also as team member
- Proficiency in English language and MS Office
- B category driver license (preferably)

If this sounds as something you would like to be a part of, please send your CV to hr@dsaoutsourcing.com with title Job posting – HR /Administrative Coordinator.