



Mellon Group is a leading Greek multinational group of companies that offers specialized solutions and services to meet the needs of the financial institutions and other organizations and whose business is oriented towards large groups of clients. The headquarters of **Mellon Group** is in Athens, Greece and currently the Group has over 8,000 employees in 11 countries.

Mellon Solutions Doel, as part of **Mellon Group**, for its office in Skopje seeks to hire:

HR ADMINISTRATOR
[ref. no. 2024-013]

The Role:

The ideal candidate will be responsible for the HR administration, recruitment and supporting company's personnel in HR matters.

Responsibilities:

- Organize and support HR administration process – including hiring, payroll budget monitoring, labor contracts and amendments, job descriptions, benefits;
- Undertake the full-cycle recruitment process;
- Collect, verify, and record employee attendance, including hours worked, vacations, sick pays etc;
- Maintain database of personnel information and accurate payroll records;
- Ensure the compliance with Macedonian labor legislation, including Health and Safety regulations;
- Coordinates day to day HR issues with partners/clients;
- Prepare reports for Upper management and the Group;
- Monitor activities related to recruitment process;
- Follows and ensures the implementation of the Group HR policy;
- Support staff trainings, including induction and on boarding processes of new employees.

Candidate Profile:

- Degree in the area of Human Resources/Administration/ Economics.
- Minimum 2 years of experience in HR department.
- Good knowledge of personnel administration processes and labor legislation.
- Fluency in English.
- Proficiency in MS Office and experience with HR databases.
- Strong communication and interpersonal skills.

The company offers training and career development opportunities.

The selection will be carried out in accordance with the deadlines provided for in the Law on Labor Relations.

The company reserves the right not to select any candidate.

According to the Law on Protection of Personal Data after the expiry of the selection deadline, all received CVs shall be destroyed.