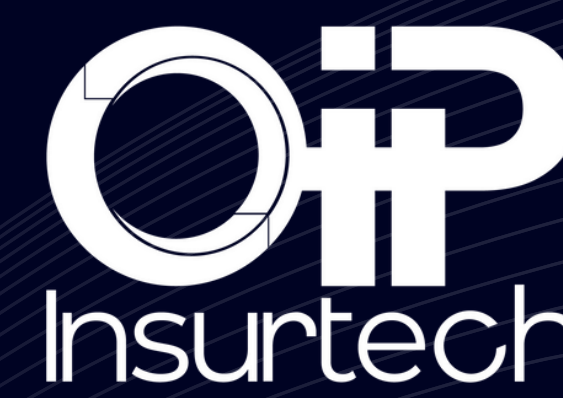


HR Generalist



Working Location: In office

Working hours: Mon - Fri 8am - 4pm

Who is OIP Insurtech?

OIP Insurtech streamlines insurance operations and optimizes workflows by combining deep industry knowledge with advanced technology. Established in 2012, OIP InsurTech partners with carriers, MGAs, program managers, and TPAs in the US, Canada, and Europe, especially the UK.

With 1,200 professionals serving over 100 clients, we deliver insurance process automation, custom software development, high-quality underwriting services, and skilled tech staff to augment our clients.

What You'll Be Doing

As an **HR Generalist**, you'll play a key role in supporting our people and operations – managing HR processes, ensuring compliance, and fostering a positive and engaging work environment. This is a dynamic, hands-on position that combines HR administration, employee relations, and office management responsibilities, requiring excellent communication, organization, and multitasking skills.

- Oversee day-to-day HR administration, documentation, and compliance processes
- Manage employee records, contracts, annexes, and HR-related documentation (digital and physical)
- Coordinate with Legal on vendor contracts, correspondence, and compliance matters
- Partner with Finance and the accounting agency on payroll updates, benefits, and office budgets
- Collaborate with IT on office setup, equipment tracking, and related documentation
- Oversee general office operations – from vendor management and procurement to maintaining an organized and efficient workspace
- Support the coordination of company events, employee engagement initiatives, and internal communications
- Track office expenses and ensure timely coordination with Finance for payments and budget alignment
- Suggest and implement improvements to streamline HR and office processes

What We're Looking For?

- Bachelor's degree (preferably in Human Resources, Business Administration, Law, or a related field)
- 2+ years of experience in HR administration or generalist roles, including maintaining employee records, drafting employment-related documents, handling terminations, supporting the full employee lifecycle from onboarding to offboarding, and coordinating the overall functioning of the office
- Excellent written and spoken English skills
- Strong knowledge of MS Office, Google Drive, and the current Windows OS
- Familiarity with North Macedonian labor laws and regulations, and strong understanding of HR compliance
- Basic knowledge of accounting principles and budget coordination
- Strong organizational and communication skills with high attention to detail
- Ability to handle sensitive information with discretion and professionalism
- Skilled at balancing multiple priorities in a fast-paced, collaborative environment

What We Offer

Permanent Employment Contract with a 6-month probation period

Starting salary: 49,000 MKD

Modern Office in Skopje City Tower

Employee and Kids New Year Gifts

Development and Learning Programs

5 Days of Personal or Family Care Leave

10 Days Paternity and 5 Days Wedding time off

Employee and Kids New Year Gifts

Flexible Comeback for New Moms (fully paid)

Newborn Welcome Gift

Team Building and Company Events

Team Lunches and Treats

What To Expect After Applying

We'll review your English CV to ensure you meet the basic qualifications.

Shortlisted candidates will have a brief Viber interview in English to get to know you better.

If successful, you'll be invited to a Google Meet interview with our recruitment team to discuss the opportunity further.

