



We are an international company which has been successfully operating in the clothing industry for over 20 years. We manage five recognisable brands: **RESERVED, CROPP, HOUSE, MOHITO** and **SINSAY**. Through our network of nearly 1,700 stores, we reach millions of customers in Europe, Asia and the Middle East. In our offices and sales structures, we create jobs for more than 25 thousand people.

Currently we are looking for:

## HR Generalist

North Macedonia, Skopje office

In this role you will be acting as a partner to our business stakeholders and employees, by providing HR expertise and support in key people areas (labour relations, recruitment, career development, organizational changes and engagement).

### KEY RESPONSIBILITIES:

- Ensure compliance with labor regulations, including full HR administration processes (creating and updating HR documentation; keeping personal files updated; OH&S processes)
- Executes payroll process in cooperation with accounting (internal or external)
- Conducts of recruitment processes at all levels in local organization (stores & backoffice positions)
- Active researching for candidates using standard and non-standard sources
- Proactive monitoring of the local market in HR field to assure regular feedback, recommendations and action plans propositions to Country Manager and HR Headquarters
- Produce and submit reports on general HR activity to company HQ including annual salary/benefits surveys (periodic and ad hoc reports as requested)
- Participation in creation and implementation at local level of HR LPP strategy in areas of training, development, employer branding, motivation etc. according to Headquarters guidelines
- Providing Managers (including Store Managers) with necessary tools, knowledge and best practice in main HR processes: recruitment, induction process etc.
- Creating and implementing HR tools for all stores (procedures, guidelines, time evidence patterns etc.)
- Day-to-day cooperation and support with key business partners: Regional Sales Managers and Sales Directors with daily tasks from HR area
- Supporting changes processes and communicating them to all stores
- Keep up-to-date with latest HR trends and best practice.

### REQUIRED PROFILE:

- Ability to build a cooperation and trust with business partners
- Experience in HR field and interest in the wider topic of HR in Organization
- Willingness to build a partially developed HR system with start-up resources, rather than join a fully established HR system
- University degree (HR, psychology, economics or sociology is also welcome) Bachelor's degree or a higher degree level
- Very good knowledge of the English language (min. level B2)
- Good knowledge of MS Office (Word, Excel, PowerPoint)
- Extraordinary communication skills
- The high level of organization of their own work and self-reliance in action
- Proactive attitude in problem solving and creativity

Experience in working on a managerial position in the store will be an advantage

Please send your CV in English

Only shortlisted candidates will be contacted.