



**Kolektiv d.o.o. Sarajevo - Agencija za
posredovanje u zapošljavanju**

Administrator HR System and Process (m/f)

Agency MojPosao.ba - Kolektiv Ltd. is currently looking for a new team member in the HR department for an international company.

Administrator HR System and Process (m/f)

(Sarajevo)

Main tasks and responsibilities:

HRIS

- User of the HR Information System. Maintain HR Master data. Regular reviewing to identify areas for improvement, system upgrades and patches, testing system changes, and identification of areas for improvement
- Compile HR reports, data analysis trends, and metrics as required
- Onboarding and Exit employees from the HRIS. Maintaining all data and functionality links to employees in their roles
- Maintain accurate and up-to-date master data in HRIS ensuring integrity and confidentiality of sensitive information
- Leave, time, and roster management to ensure correct compensation

Benefits Administration:

- Performing payroll administrative duties under supervision
- Organizational Structure Management
- Updating and maintaining organizational structure in HRIS following the applicable procedures and work instructions.
- Publishing monthly approved organizational charts
- Reconciling and tracking all organizational changes as per agreed procedures and processes
- Managing and monitoring employee medical records, ensuring compliance with relevant regulations and internal procedures
- Maintaining Employee records and files as per legislative requirements
- Maintaining and updating employee attendance and timesheet records
- Supporting performance management process and maintaining relevant and applicable records
- Tracking and managing employee and contractor numbers and working hours in collaboration with Health and Safety
- Creating purchase orders and facilitate the payment of invoices
- Tracking cost against HR budget monthly

Personal and general qualifications:

Mojposao.ba / www.Mojposao.ba je centralno mjesto tržišta rada u BiH i glavni regrutacijski kanal za većinu najznačajnijih bh. firmi.

Prema istraživanju gemius Audience Mojposao.ba je među 10 najposjećenijih web stranica u Bosni i Hercegovini.

Mojposao.ba je ravnopravni partner Alma Media Group i Network grupacije (www.the-network.com) – najveće i najpoznatije svjetske grupacije internetskih stranica i portala za zapošljavanje.

- Secondary School Qualification or higher
- Driver's licence
- Strong data management, analytical and administrative skills
- Previous payroll administration experience
- 1 year or more experience in same or similar position
- English Proficiency - B2 or higher
- Computer proficiency
- HRIS experience
- Microsoft package proficient with strong Excel skills

Competencies and skills:

- Planning and Organizing
- Delivering Results
- Leading People
- Ensuring Improvement
- Showing resilience
- Results oriented

Application process:

If you are interested in this position and meet the above conditions, please fill out the form on the [LINK](#)

Lokacija: Sarajevo, BiH

Datum objave: 14. Mar 2024.

Datum isteka: 29. Mar 2024.