

HR System and Process Officer (m/f)

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

HR System and Process Officer (m/f)

Main tasks and responsibilities:

- Maintenance of HR information systems and HR master data
- Administrative tasks to ensure compliance with applicable labor-related
- Support implementation of HR policies and procedures to meet business requirements.
- HR Master data which includes regular reviews to identify areas for improvement, system upgrades and patches, test system changes and identification of areas for improvement.
- Compile HR reports, data analysis and trends, metrics as required.
- On-boarding and Exit employees from the HRIS, maintain all data and functionality link 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.
- Perform payroll administrative duties under supervision.
- Create, maintain and track Change of Status and Letter of Engagement documentation.
- Update and maintain organizational structure in HRIS in accordance with the applicable procedures and work instructions.
- Publish monthly approved organizational charts.
- Reconcile and track all organizational changes as per agreed procedures and processes.
- Maintain and regularly update job description library and job grades.
- Maintain and update employee attendance and timesheet records.
- Support performance management process and maintain relevant and applicable records.
- Track cost against HR budget monthly

Personal and general qualifications:

- Secondary School Qualification or higher
- Driver's license
- 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

Datum objave: 05. Nov 2024.

Datum isteka: 12. Nov 2024.