



HR ASSISTANT

We are looking to employ an HR assistant with outstanding administrative and communication skills. An HR assistant is expected to be a conceptual thinker with superb organizational and time management skills. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatize in a fast-paced environment.

To ensure success, HR assistants should display remarkable decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration. Top candidates will be superb at problem-solving, efficient in scheduling and precise in the recruitment process.

Duties and responsibilities:

- Support all internal and external HR related inquiries or requests;
- Maintain digital and electronic records of employees;
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts;
- Maintain calendars of the HR management team;
- Oversee the completion of compensation and benefit documentation;
- Assist with performance management procedures;
- Schedule meetings, interviews, HR events and maintain agendas;
- Coordinate training sessions and seminars;
- Perform orientations and update records of new staff;
- Produce and submit reports on general HR activity;
- Process payroll and resolve any payroll errors;
- Complete termination paperwork and exit interviews;
- Keep up-to-date with the latest HR trends and best practices.
- Promote company's reputation as "best place to work".

Qualifications and requirements:

- Bachelor degree in human resources or related fields;
- At least 2 years of experience in the field of Human Resources;
- Exposure to labor law and other relevant state regulations;
- Effective HR administration and people management skills;
- Exposure to payroll practices;
- Full understanding of HR functions and best practices.
- Excellent written and verbal communication skills both in Albanian and English;
- Works well under pressure and meets tight deadlines;
- Highly computer literate with capability in email, MS Office and related business and communication tools;
- Knowledge of HR software and systems would be advantageous;
- Fantastic organizational and time management skills;
- Strong decision-making and problem-solving skills;
- Meticulous attention to detail;
- Ability to accurately follow instructions.

**You are fired up for the job and you want to work with dedicated people as part of a great team?
Apply today if you are ready to take the lead and the responsibility.**

Start your career at **BURGER KING®** !

We look forward to receiving your detailed, written CV by email: jobs@burgerking.al , till **20 AUGUST 2022**.

IN THE SUBJECT LINE, PLEASE SPECIFY THE POSITION YOU ARE APPLYING FOR

We kindly inform you that we will contact only short-listed candidates.