

H. art Development Center is a consulting agency whose mission is people and companies development and advancement of HR processes in companies. Our client, a fast growing global on-line company, is looking for:

## **HR Generalist**

(Belgrade)

### **Job description:**

- Providing support to business needs and ensuring the proper implementation of company recruitment, performance management, and employment cycle changes end to end
- Developing budget and building a yearly HR plan
- Consolidating staff's Personal Development Plan
- Providing Human Resources support to all staff including recruitments, induction for new staff and End of Employments
- Advertising on social media (Facebook/LinkedIn, etc.) and other media for advertising
- Close cooperation with the Regional Human Resources agencies' while keeping up to date with Local Labour Law and FCO policy and updating management, policy and staff accordingly
- Preparing employee's salaries on a monthly basis

### **Job requirements:**

- 2 years working experience as HR Generalist / HR manager / Team Leader from recruitment companies that specializes in recruiting sales representatives
- Experience in managing full recruitment cycle
- Demonstrable experience with human resources metrics
- Knowledge about the Local Labour Law, HR systems and databases
- Advanced usage of MS Office package (especially Word and Excel)
- Excellent English skills - verbal and written

### **Personal and professional profile of the candidate:**

- Independency and proactivity in work
- Proven organizational and administrative skills
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Highly developed negotiating skills

### **We offer you:**

- Young and dynamic work environment
- Company fun days, team nights, Happy Hours
- Competitive salary and pleasant workplace
- Possibilities for promotion as the company grows

If you consider yourself the right candidate for this job, please send **your CV** and **cover letter** in English to e-mail address: [hart.hr.generalist@gmail.com](mailto:hart.hr.generalist@gmail.com)

**Application deadline: 05.07.2017.**

**Only short-listed candidates will be contacted.**