



Performs the Recruitment Process for the following position:

STAFF ADMIN ADVISOR

Location - Cluj

The company is a multinational industry leader, specialized in production.

Responsibilities:

- Scan or read incoming materials to determine how and where they should be classified or filed;
- Input data, such as file numbers, new or updated information or document information codes into computer systems to support document and information retrieval;
- Sort or classify information according to guidelines, such as content, purpose, user criteria or chronological, alphabetical or number order;
- Answer questions about records or files;
- Keep records of materials filed or removed, using logbooks or computers and generate computerized reports;
- Add new material to file records or create new records as necessary;
- Gather materials to be filed from departments or employees;
- Modify or improve filing systems or implement new filing systems;
- Verify attendance, hours worked and pay adjustments and post information onto designated records;
- Record employee information, such as exemptions, transfers and resignations to maintain and update payroll records;
- Keep track of leave time, such as vacation, personal and sick leave for employees;
- Conduct verifications of employment;
- Complete, verify and process forms and documentation for administration of benefits such as pension plans and unemployment and medical insurance.

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Requirements:

- 3 year experience on a similar position;
- Working knowledge of the legislation;
- University degree;
- HR background;
- Knowledge of MS Office - very well, ERP is an advantage;
- Attention to details;
- Good organizational skills.

For more details please contact:



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