

Vacant Position

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of the BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

Balfin Real Estate & Hospitality, as part of Balfin Group, comes with a more direct focus on selling and marketing real estate and various assets, offering a new expertise in this market.

Position: Administration & Reporting Specialist

Department: Human Resources

Place: Tiranë

Main Responsibilities:

Responsible for successfully covering all functions, operational and administrative tasks of the Human Resources department.

Main Job Tasks and Responsibilities:

- Prepares and manages the payroll process.
- Prepares HR Budget and continually monitor it to ensure the expenses are within budgeted costs
Prepares and processes the statements in the tax system.
- Prepares all the required documentation in cases of inspections by labor offices.
- Prepares relevant documentation and completes online applications for work and residence permits for foreign labor force.
- Prepares daily and monthly reports of all staff changes.
- Prepares forms & appendices for the process of promotion or transfer of employees.
- Prepares employment contracts, appointments and correctly completes the employee file with all required documentation.
- Prepares attestation, workbooks & insurance books based on employee request.
- Follows and records the usual permits of employees, performs registrations in the database.
- Responsible for processing employee data in 'HR Software'.
- Responsible for informing all employees about HR department procedures.
- Prepares, maintains the database of benefits for each position.
- Responsible for protecting employee data.

Working Experience:

- Minimum 3 years of work experience in HR.
- Work experience in companies with similar activity is an advantage.

Other Qualifications:

- Have completed university, Faculty of Economic
- Knowledge of MS Office tools
- Very good knowledge of English language
- Excellent communication in written, verbal and interpersonal skills
- Excellent organizational skills and be able to work within set deadlines
- Good presentation skills.

Application Procedure:

All interested parties can apply by sending their CV and motivation letter to the address hr@balfinrealestate.al with the subject: **Administration & Reporting Specialist**

Please send your application by **September 10, 2021**.

* All applications will be treated with complete confidentiality according to law no. 9887 decided by the Albanian Parliament on "Personal Data Protection".