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tax audit advisory

We are expanding our team at the Belgrade location by one

HR/finance assistant (m/f) fulltime, junior position

AREA OF RESPONSIBILITY

- Maintains employee personnel files
- Assists in compiling information to ensure compliancy
- Assists in benefits administration and maintenance
- Assists with filing, and auditing of HR and Finance files, updating shared HR documents
- Assists in the financial management and coordination with accountancy and legal advisor's task
- Support HR and Finance departments with ongoing work and projects
- Assists in payroll administration as backup and processing payslips
- Coordinate HR & Finance projects (meetings, training, surveys etc) and take minutes
- Prepare paperwork for HR & Finance policies and procedures
- Similar tasks according to the instructions of the mentor and the employer

COMPETENCES / CONDITIONS

- University degree in economics, law or relevant social sciences
- Excellent knowledge of English language (Knowledge of German is an advantage)
- Advanced MS Office skills - Knowledge of Excel and other Microsoft Office applications
- Excellent verbal, written, and in-person communication skills
- Excellent planning, organization, interpersonal, time-management and customer service skills
- Attention to detail and precision
- Preferable 1 year of experience in the HR & Finance department

WE OFFER

- Career development & education assistance to further your ambitions
- Dynamic, internationally oriented work environment
- Performance oriented salary



Maria Schlagnitweit,
Christoph Kneidinger

We look forward to receiving your application.



www.leitnerleitner.com

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