

# Junior HR Administration Expert

At Software University we provide quality education, profession and work for thousands of young people in the most desirable career areas in the world – Software engineering & Digital Marketing.

In the effort of accomplishing our mission of training true professionals for the software industry, we are currently looking for a person, who believes in our cause and is ready to undertake the challenge of developing SoftUni to the next level.

Our HR & Career development team is currently looking to hire a

## **JUNIOR ADMINISTRATION EXPERT**

We are looking for a Specialist with a firm and demonstrated commitment to the development and success of employees. You should be highly deadline-oriented, with strong multitasking and prioritization skills. It is also vital that you display excellent verbal and written communication and interpersonal skills, as well as outstanding customer service abilities.

### **Your specific responsibilities for the role will include:**

- Being a point of contact in the areas of hiring, releasing, retention, and evaluation processes across the internal SoftUni Team
- Processing, verifying, and maintaining documentation and employee`s files in collaboration with an external payroll house
- Examining employee files to answer inquiries and provide information for personnel actions • Ensuring compliance with federal, state and local employment laws and regulations
- Maintaining all related documents for Health and safety at work • Taking care for all procedures and documentation for the "Center for Professional Education of SoftUni" (CPO)
- Providing support in the areas of recruitment for the team • Participation and support for the implementation of all other HR procedures

### **Specific requirements for the role include:**

- Bachelor`s degree in HR, Sociology, Law, Psychology or other related field
- Previous professional experience as an HR specialist at least a year
- Strong attention to details • Good time management skills and prioritizing
- Responsible and hard-working • Very good communication skills and customer service attitude
- Positive, humble and smiling person
- Excellent computer literacy and fluency level of operating with Excel, PowerPoint, etc.
- Fluent English

### **Additional skills/qualifications considered as advantage:**

- Over 2 years of experience in the particular position
- Master degree in Human resources or certificate from CIPD
- Strong passion for the HR profession and constant desire for learning & development

### **What we offer in return:**

- Challenging and interesting projects that will change the software industry in Bulgaria
- Membership in a dynamic team where creative ideas and innovative approaches are appreciated
- Competitive remuneration
- Flexible working time
- Opportunities for a career development
- Free education across each SoftUni academy
- Membership card for free access to sports facilities in Sofia and across the country

**Ready to join us?** Please send us your up to date CV to [careers@softuni.bg](mailto:careers@softuni.bg) not later than **July 30th 2017**.

Applications will be treated in a timely and confidential manner. We thank all applicants for their interest, but only the shortlisted candidates will be contacted for an interview.