

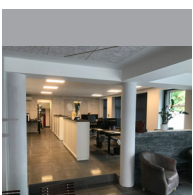
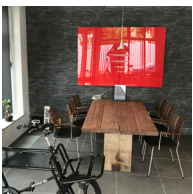


ARE YOU OUR NEW HR ASSISTANT/TRAINEE

RECRUITING FROM OUR OFFICE IN KLAIPEDA FOR EUROPEAN COSTUMERS

HR Assistant

We are seeking a human resources assistant to join our growing organization. In this position, you will manage employee records, keep and update files, and prepare reports as needed. An organized, detail-oriented work ethic is required. Employment as HR Trainee is also an option.



Responsibilities

- Organize, compile, update company personnel records and documentation
- Assist recruitment of potential applicants based on experience, skills, and education
- Administrative tasks such as performing background checks, filing paperwork, completing employee documentation, recording data on each current employee; maintaining and filing paperwork of terminated or exiting employees
- May help in payroll preparation when needed; provides documentation of employee absences, bonuses, and personal time
- Answer employee questions and address employee concerns with company; including employee safety, welfare, wellness and health

Skills

- Must have at least 3 years of experience from previous job
- English at a high level
- Organized and efficient in daily tasks
- Excellent computer skills, knowledge of Human Resources Information Systems, Excel and demonstrated skills in database management and record keeping
- Knowledge of employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred
- Driver's licence

We offer

- Full time job (0.800 - 17.00)
- Attractive salary + bonus

We are looking forward to receive your **application at kio@davaid.dk**. If you have questions regarding the job please contact **Kim +45 2140 7955 or mail: kio@davaid.dk**.

