

HUMAN RESOURCES MANAGER (Менаџер за Човечки Ресурси)

Ref.No.2015005

Johnson Matthey is seeking an **HR Manager** to lead our Human Resources Department at the autocatalyst plant in Skopje.

This role will effectively lead and direct the Human Resource team to deliver a comprehensive HR service to the business. The incumbent will provide on-going Human Resources support for the business for all matters related to resourcing, employment, payroll administration, employee relations, staff development and legal advice on labour relations in accordance with Group, Regional and local HR strategy and policy.

In this role you will create, maintain and administer comprehensive human resources policies and procedures that comply with local laws, support line management with resource planning and budgeting, monitor and advise management on all Employee Relations issues, focus on building organization talent by identifying, supporting and retaining talent in the company and ensure succession planning for key roles. You will need to identify opportunities, develop and initiate value added interventions such as cultural change, job satisfaction surveys, staff development, staff motivation and retention, staff adaptation activities in accordance with the Company's policies.

Ideally, the candidate should have:

- An appropriate Business degree with completed or ongoing professional training in HR Management.
- 5+ years HR experience, ideally in a manufacturing / technology environment, dealing with different HR issues.
- Experience in training and development would be an added advantage.
- Proven ability to deal with all levels of staff in a tactful and persuasive manner.
- Excellent planning, organising and delegating skills.
- Excellent interpersonal and problem solving skills
- Proven ability to get results from others;
- An analytical and investigative approach.
- Accuracy of work and attention to detail is vital.
- Computer literacy with good Microsoft Excel and Word skills.
- Fluent in both verbal and written Macedonian and English

Working hours 8:30-17:30

If you are interested for this position please send your CV and Motivation Letter **in English** to the following e-mail address: DorakD@matthey.com

Please send your CV and Motivation Letter as MS Word Document, and indicate the reference number of the position in the Subject field. otherwise your application will not be considered.

The selection of the candidate will be finalized within three (3) months. By applying to this position you agree that Johnson Matthey keeps and uses your personal data for company purposes in duration of one (1) year.

Closing date for receipt of applications: 10/02/2015



Johnson Matthey Catalysts

Johnson Matthey Emission Control Technologies Division is a world leader in the development and manufacture of Autocatalyst technology and operates to the automotive industry quality standards ISO/TS16949, and ISO14001 associated with environmental best practice.

Johnson Matthey is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, religion or belief.

EMISSION CONTROL TECHNOLOGIES