



Job Description

iCOVER

iCOVER specializes in Wholesale of Background Screening & Business Intelligence solutions for the global market. We are an international company with operational headquarters in Paris, backed by a network of offices worldwide, which offer strategic global reach for all your business needs.

The HR team is responsible for recruitment, payroll preparation, document administration, HR policies and procedures, office administration and employee engagement. Our team needs a dedicated HR administrator to maintain employee records, process contract changes and promotions, along with other related tasks for the Bulgarian entity.

Currently for our office in Sofia for the period of six months, we are looking for:

<HR Admin Interim>

Responsibilities:

- Communicate with External Accountancy;
- Prepare and organize of employment set documentation in relation to hiring and leaving processes;
- Process contract changes and promotions;
- Create and keep-up-to-date employee records and profiles /paper folders, internal HR system, etc./;
- Keep all important employee-related documentation bilingual /i.e. labor contracts, additional agreements, job descriptions etc./;
- Providing accountancy with all payroll required information /leaves, bonuses, overtime etc.;
- Completing Health and safety books, Labor book register and other relevant company documents;
- Address employees' queries /e.g. on compensation and labor regulations/;
- Administrate employee-related tasks /issuing of company notes, the signing of company/employee documents, etc./;
- Lead the planning and execution of company events;
- Communicate with external vendors when needed;

Requirements:

- Minimum 1 year of job-related experience in human resource department ;
- Knowledge of the Bulgarian Labor Code.
- Excellent level of English /written and spoken/;
- University degree in HR studies or related combined with strong interest in HR field;
- Excellent interpersonal, verbal and written communication skills;
- Extensive knowledge of computer software /MS Office/;
- Professional attitude towards sensitive and confidential situations and documentation;
- Very good time-management skills and ability to prioritize in a fast moving, constantly changing environment;
- Problem-solving and quality-oriented attitude;
- Team player with a sense of humor.

What's in it for you:

- Fun and dynamic team
- Excellent remuneration package and work-life balance
- Flexible working hours
- Food vouchers
- Additional medical insurance
- Public transportation allowance
- Multisport discount
- "Bring a friend" bonus model
- Awesome class A office

Interested?

Send your CV and Cover letter to: vstoynovska@icover-services.com