

We Engineer The Sustainable Future.



"To provide innovative micro-electronics for our customers challenges with a passion for achieving mutual success." (Mission Statement)

Melexis integrated circuits deliver greener, more environmentally friendly automotive systems and technology. Reduced fuel consumption and lower emissions result directly from improvements in IC and IC sensor technologies created for our customers. Hundreds of vehicle models worldwide have Melexis products designed into critical systems working with exceptional reliability under very extreme conditions.

HR Officer

Your main responsibilities:

- Ensures the correct and timely execution of the payroll process
- Ensures correct handling of all Absence leave (calculation of holidays, sickness leaves, maternity leaves, etc...)
- Handles all administration regarding position changes, joining and leaving the company
- Follows up weekly time sheets for interim workers and correct handling of invoices (according to the time sheets and contractual agreement) with interim agencies
- Administrate personal files of employees
- Participate in the recruitment process for open positions (preparation of job advertisements, pre-screening, interviewing and selection of candidates)
- Support on-going HR projects

We expect:

- Bachelor degree in HR, Business administration, Economics or related
- Minimum 3 years working experience in a similar position, preferably in a production environment
- Knowledge in the field of Compensation & Benefits, Payroll and HR Administration is a must
- Knowledge on social legislation: social legislation with emphasis on employment law, social security and income tax regulations
- Fluent in English (both written and oral)
- Organized, precise, knows how to handle confidential data and facts
- Proactive, dynamic and a broad interest in HR topics
- Excellent knowledge of MS Office (Excel)

We offer:

- A challenging work in a growing international company
- Excellent exposure to international best business practices and the electronics industry
- Enjoyable and respectful work environment
- High-level training
- Being a part of a dynamic international team
- Career and professional development opportunities

If you believe you can make the difference in our organization, send your CV and daytime phone number to jobs_bulgaria@melexis.com. All applications will be proceeded in strict confidentiality. Only short-listed candidates will be contacted.

