

"TIERRAS DE ARMENIA" CJSC

POST TITLE: Human resources responsible

WORKPLACE: Armavir reg., vil. Arevadasht, Karas Winery

WORKING CONDITIONS: Temporary, with a two-month probation period, 5-day working week

JOB DESCRIPTION: Organize and perform the Company personnel administration processes

Main activities and responsibilities:

- Responsible for administration of the issues connected with the Human Resources department of the Company;
- Organize and perform pre-selection of candidates for the different areas of the company;
- Administer pre-occupational and periodic medical check-ups for the candidates/employees;
- Prepare the personnel lists for payroll, assist in any questions/issues connected with the payroll;
- Cooperation with the Human Resources Department of other companies according to administrative services agreements;
- Policy development and documentation;
- Prepare the working schedules of the employees according to the requirements of the area manager and in compliance with RA labor laws;
- Prepare labor certificates, renounces, disciplinary sanctions, notifications, and other Human Resources documents;
- Organize preparation and proper maintenance of documentation connected with the Human Resources administration (CVs, letters, labor contracts, employees' documentation, etc.);
- Manage data entry and records keeping;
- Make monthly imputations;
- Compile and submit quarterly reports.

REQUIRED QUALIFICATIONS:

- Knowledge of English at advanced level
- Good communication skills;
- Computer skills;
- Ability to work under pressure.
- Approaching teamwork with a positive attitude.
- Advanced knowledge of ArmSoft program.

APPLICATION PROCEDURES: All interested candidates who meet the requirements for the position are kindly requested to submit their CVs to: lzohrabyan@karaswines.com . The subject line of the message should have the title "**Human resources responsible**".