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# HR and Recruiting Coordinator

Spaxel owns, operates, and develops real estate projects leveraging technology & innovative operating models to create distinctive residences.

We are a young and lean team. In Prishtine we employ a centralized back-office handling tenant support, marketing, leasing, procurement, accounting, IT, interior design, and architecture.

Our Prishtina talent has years of experience in residential and commercial real estate development and operations. Extended time-zone working hours allow us to effectively respond to issues around the clock. Our young and energetic team manages our properties, people, tenants, and vendors digitally and our deployed technology allows us to run operations smoothly.

## Job Summary

HR and Recruitment Coordinator duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintaining our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. You'll also assist in creating policies, processes, and documents.

We're looking for someone who will help us in identifying and recruiting talent, create and manage job postings and specs, oversee our HR policies and procedures and manage our HR tools, he/she will also be involved in special projects within the HR department.

## Key Responsibilities

- Assist with day-to-day operations of the HR functions and duties.
- Provide clerical and administrative support to Management/Executives.
- Compile and update employee records (hard and soft copies).



- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc).
- Coordinate HR projects (meetings, training, surveys, etc) and take minutes.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Coordinate hiring activities (CV screening, job posts, interviews).
- Maintain candidate database.
- Other duties as assigned.

## Job Requirement

- Effective Communication Skills.
- Fluency in English is mandatory.
- Proven experience in relevant positions.
- Familiarity with hiring practices and stages (screening, interview assessment, onboarding).
- Strong organizational and time management skills.
- Availability to work Monday to Friday from 2:30 pm to 11:00 pm (EST).

## Figures

- **Position:** Human Resources and Recruiting Coordinator
- **Location:** Prishtine
- **Salary:** Competitive
- **Contract:** According to Kosovo Labor Law
- **Deadline:** 31.01.2022

## Instructions for applying

Applicants should send their CV in English to [careers@spaxel.com](mailto:careers@spaxel.com).

In the subject line, please specify the position you are applying for "HR and Recruiting Coordinator".

Spaxel will contact only short-listed candidates.