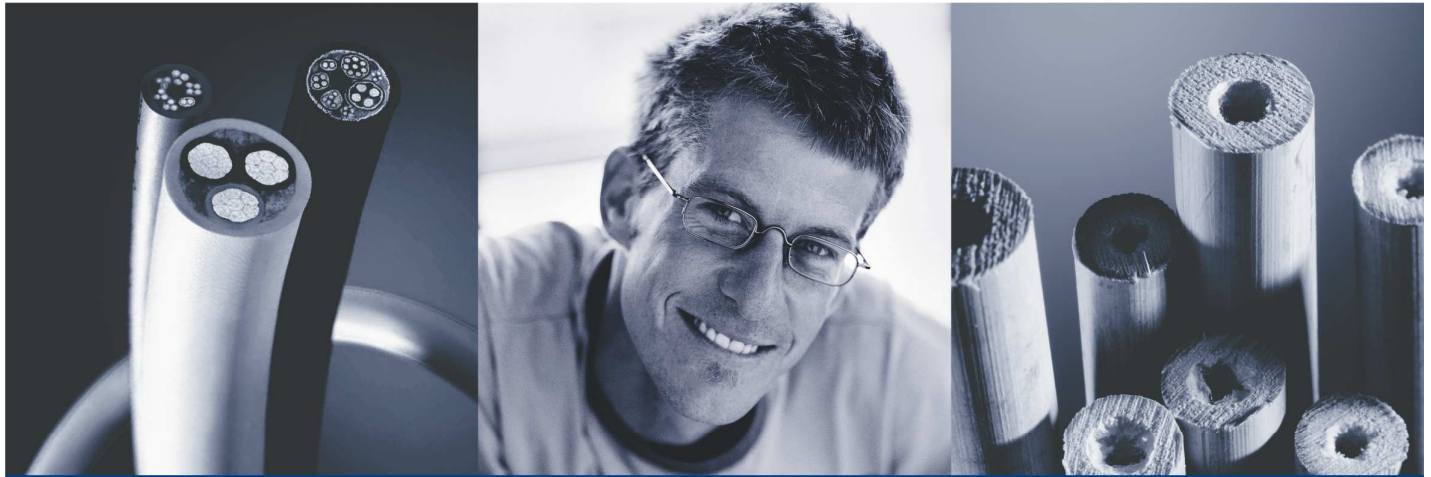


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LEONI. A strong company concentrated on the production of wires, cables and wiring systems with 47.000 employees and more than 110 sites in 34 countries. LEONI is the market leader in Europe and one of the world's premier providers of standardised and customer-specific wiring systems for the automotive industry. For the delivery of our customer BMW we will establish a new site at Prokuplje/Serbia which will provide around 2,000 new employments. Therefore we need highly motivated employees who will support the

Human Resources Manager at the new Site Prokuplje, Serbia

We are looking for a highly motivated person for the position of Manager in the Human Resources Department.

Duties:

- Recruitment and Selection: planning and conducting
- Compensation and Benefits: co-ordinating of the planning and administration
- Employee Development: drawing up and ratification of training plans and measures
- Administration: to ensure the efficient administration of all employment related matters including the maintenance of personnel, to maintain the personnel database and data files
- Personnel Planning and Monitoring
- Monitoring of the developments in Serbian employment law and HR trends
- Budgeting within the HR department
- Implementing HR strategies, policies and systems
- Providing HR support to the country management team

Requirements:

- University degree (legal / social /psychological / economical background)
- Minimum 2 years generalist HR experience (ideally with an international organisation in the automotive industry)
- Good knowledge of the English language preferable, any other language would be an asset; e.g. German
- Able to produce written reports, deliver presentations and participate in business meetings
- Sound knowledge of Serbian labour law and employment practices
- Willingness for business trips abroad
- Good PC-skills ((MS-Office, MS Outlook & other specific HR software would be a plus)
- Strong interpersonal skills as well as motivational/leadership skills
- Strong planning and organising skills

Benefits available to LEONI employees:

- Possibility to belong to one of the best companies on this business worldwide
- Opportunities for advancement

Please send your full application preferable in English to: hr-manager@consulteam.rs

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