

JT International A.D. Senta

Member of Japan Tobacco International group, the world's third largest international tobacco company, manufacturing internationally recognized cigarette brands sold in more than 120 countries worldwide



INVITES APPLICANTS FOR THE POSITION:

Human Resources Associate

Based in Senta

Position Description

- Responsible for employment administration
- Responsible for all local and regional head count reports and ensures it is within the budget
- Maintains SAP processes and actions

The successful candidate should have

- University degree – Economics or IT (College diploma acceptable)
- 1 year of working experience in HR administration preferably
- Excellent analytical skills and numerical reasoning, details orientation
- Excellent knowledge of MS Office, especially Excel
- Knowledge of SAP or any other ERP systems as an advantage
- English fluency

HOW TO APPLY

If you possess all required qualification and skills, please, send your applications in English to recruitment.senta@jti.com, till 08.02.2012. with the name of the position as the email subject.