**HR Assistant for MDPI Belgrade – Job Ad**

**About MDPI**

MDPI is a pioneer in scholarly open access publishing and has supported academic communities since 1996. Based in Basel, Switzerland, MDPI has the mission to foster open scientific exchange in all forms, across all disciplines. Our 202 diverse, peer-reviewed, open access journals are supported by over 35,500 academic editors. We serve scholars from around the world to ensure the latest research is freely available. With over 63’000 articles contributed to DOAJ in 2018, MDPI is one of the leading open access publishers in the world and has several of the largest journals in their respective fields, such as *Sustainability, Energies, Sensors, Nutrients*, *Water*, *Minerals* and the *International Journal of Environmental Research and Public Health*.

**Job Responsibilities**

For our office in Belgrade, we are seeking an *HR Specialist,* who will support management with a diverse range of HR related tasks.

* consults management on human resource-related issues
* assesses and anticipates HR-related needs, tracks and manages the HR hiring plan
* communicates proactively with the overall HR responsible and group leaders on individual and generic HR issues
* helps to organise and track staff trainings, as well as maintains as “employee skill” list
* supports management with the employee performance evaluation process
* the position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization
* supports with knowledge-transfer management, such as the training of staff in the Belgrade office by experienced editors coming from our other offices, and helps to coordinate/administer these activities
* works with management to measure and manage employee satisfaction, as well as track and implement remediation actions for employee issues that were identified as part of HR surveys
* coordinates team-building activities and supports the SL with efforts to improve staff-retention
* Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
* Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
* Provides HR policy guidance and interpretation
* Develops contract terms for new hires, promotions and transfers
* Assists international employees (from China, Spain) with short-term expatriate assignments and related HR matters
* Provides guidance and input on section/group restructures (e.g. if we merge or split a section)
* Supports management with succession planning (identifying top talents for management positions and providing an “option list” for management position successions)
* Identifies training needs for business units and individual executive coaching needs
* Participates in evaluation and monitoring of training programs to ensure success
* Follows up to ensure training objectives are met
* Assist with office management related tasks: contact with external vendors, office furniture, etc.

**Required Profile**

* Business acumen and *service* *first* mind-set
* Good inter-personal communication skills
* Good consulting & relationship management skills
* Global & cultural awareness
* HR expertise

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the department.

**Position Type/Expected Hours of Work**

This is a full-time position.

**Travel**

Travel is primarily local during the business day, although some out-of-area and possible out-of-country travel may be expected.

**Education**

Bachelor's degree or higher with relevant experience: Business Administration with a emphasis on human resource management, or related qualifications (law, psychology etc.)

Additional Eligibility Qualifications

Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws.