

VACANCY ANNOUNCEMENT

Mane TCI Company, part of BALFIN Group, is a leader in the construction and investment of development projects in Albania and the regions. Founded in 2001, Mane TCI specializes in the field of civil and industrial construction such as Shopping Centers, Residential Buildings, Social and Cultural Centers, industrial constructions and infrastructure.

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of BALFIN Group comprise the development and management of real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

Position: Payroll Specialist
Department: Human Resources
Location: Tirana

Summary: The Payroll Specialist directly assists the Human Resources Manager in preparing monthly payroll, drafts the company's budget, is responsible for monitoring the department procedures related to benefits and compensation, but not only.

Main Responsibilities:

- Prepares payroll of company's employees and declares it on time;
- Generates payroll, birth permits and health reports into electronic form;
- Fills out the employee register every month;
- Regularly updates employee data on the relevant database;
- Fills out and hands over the documents to departing employees;
- Oversees the declaration of employees (entrances/exits) both in taxes system and national employment agency;
- Checks reports for mobile phone expenses, office supplies;
- Follows Diets & Staff Reimbursements, monitors expenses related to these voices;
- Supports administrative staff and various working groups;
- Is responsible for monitoring and respecting procedures related to staff profits, refunds, payroll;
- Drafts and Monitors Human Resources Budget;
- Pursues contracts with suppliers related to the Department of Human Resources;
- Prepares various reports as needed by the Department of Human Resources, Finance & Management for the company

Education: University Degree in Economy.

Requirements:

- Have work experience not less than 3 years in this field;
- Creative and with initiative to generate new ideas in the department;
- Able to work in a team but also individually;
- Able to coordinate and balance work;
- Strong knowledge of tax and wage laws;
- Treat internal and sensitive information with maximum confidentiality;
- Very good communication, organization and teamwork skills;
- Very good English language skills;
- Integrity, punctuality and professional ethics;
- Have very good knowledge of the Microsoft Office;

Application Procedure: All interested parties can apply by sending their CV and motivation letter to the address recruitment@manetci.al with the subject **MTCI_Payroll Specialist** until 24th of August 2022.

After screening, only selected candidates will be contacted.

* All applications will be treated with complete confidentiality according to law no. 9887 decided by the Albanian Parliament on "Personal Data Protection".