

# WE'RE HIRING!

## Senior HR Generalist - Belgrade

Dominion Voting is searching for an experienced and passionate **Senior HR Generalist** to join our team in Belgrade! Working as part of the Global HR team, the Senior HR Generalist will be a responsible for providing human resources support and advisory services to our Belgrade office in areas such as recruitment, compensation & benefits, employee relations, training & development, administration, and compliance.

### Responsibilities

#### Recruitment

- Manage full-cycle recruitment efforts for the Belgrade office
- Research, identify and represent Dominion at talent events to further the employer brand

#### Compensation & Benefits Administration

- Support the planning, development, and implementation of compensation and benefit programs, policies, and procedures
- Manage employee welfare issues including record management of vacation, sick, short and long term absences

#### Employee Relations

- Partnering with the Manager of Human Resources to resolve complex employee relations issues, and where necessary, conduct effective, thorough and objective investigations
- Provide advice and counsel to managers and supervisors regarding personnel policies, laws, and best practices

#### Training & Development

- Evaluate and refine onboarding processes and programs to ensure successful introduction and integration of new employees
- Partner with leadership to identify employee training needs and facilitate relevant and effective internal/external solutions

#### HR Administration & Compliance

- Coordinate Workplace Safety and Fire Protection trainings for and ensure policy compliance with regulations and laws
- Coordinate visa applications for employees travelling abroad
- Consult legal counsel to ensure compliance with laws
- Collaborate in the development and management of HR processes, procedures, and policies
- Maintain employee files and documentation
- Other assigned duties and responsibilities as needed or required

### Qualifications

- Bachelor's degree in human resources management, business administration, or similar
- 5-7 years of progressive HR experience to include recruitment, compensation, benefits, employee relations, training & development, administration, and compliance.
- Excellent verbal and written proficiency in English and Serbian required
- Proficient in Microsoft Office, specifically with Word, Excel, and PowerPoint
- Excellent communication and organization skills
- Demonstrated business partnership and service-oriented approach
- Ability to maintain confidentiality on all matters
- Proven ability to work effectively in a dynamic, global team environment
- International experience considered a plus
- Prolonged activity occurs while sitting at a desk at the computer/phone. There may be intermittent physical activity including walking and standing
- This position is typically in an office environment with ambient room temperatures, lighting and traditional office equipment as found in an office environment

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