



**Jaka Lounge agency** is providing complete human resource management support for companies. We put our special focus on high-quality selection process while we believe that knowledge and competencies bring brilliant results only when they're combined with adequate motivation. We are supporting our client [Smurfit Kappa Avala Ada](#):



Smurfit Kappa Avala Ada is a member of Smurfit Kappa Group, FTSE 100 company and one of the leading providers of paper-based packaging in the world with operations in 23 European countries and 12 countries in the Americas.

In order to expand their HR team, we are looking for a:

## Senior HR Manager (Belgrade)

### Job Description:

- Implementing HR strategies and initiatives aligned with the overall business strategy
- Preparing salary budgets; scheduling and conducting job evaluations; recommending, planning, and implementing compensation & benefits structure revisions
- Planning, organizing and controlling all activities of the department. Participating in developing department goals, objectives and systems
- Cooperating with managers from other sectors, proposing annual plan of activities
- Assessing training needs and creating L&D strategy; creating and conducting trainings and workshops
- Creating and managing performance management and talent management systems
- Managing recruitment and selection process and creating strategy for attracting candidates through different channels
- Managing employee onboarding process
- Cooperating with external stakeholders (HR agencies, etc)
- Cooperating with HSE team
- Reporting directly to General Manager
- Ensuring all company policies and procedures are up to date and in line with current employment law

### Required skills and experience:

- Proven working experience as an HR manager (5+ years of experience)
- Fluency in English
- Experience in working in manufacturing company would be desirable
- Bachelor's degree in human resources management or equivalent would be desirable
- Great communication and active listening skills
- People-oriented and problem-solving approach in work
- Change & thought leadership
- Strong relationship management skills and the ability to develop strong interpersonal alliances at all levels
- Ability to challenge the status quo through collaboration and influence

If you believe your experience and knowledge fit the criteria listed above, please submit your CV at [iva.miljic@jakalounge.com](mailto:iva.miljic@jakalounge.com)