

HR Department announces vacancy on position: Accountant

Make a Difference

Main requirements:

- Theoretical and practical knowledge of the Georgia Labour law
- Minimum 2 years HR admin experience in desired in multinational company
- Very good English and Russian knowledge
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- Experienced in Excel
- Analytical approach and problem solving skills
- Coaching and facilitation skills
- Project management skills desired in various HR projects

Main duties

- Praring/update all the necessary HR admin documents according to the Georgian labour law and company policies and procedures.
- Prepare and update the internal HR admin procedures according to the Georgia labour law and company policies
- Administrate HR databases (both local and global) to ensure the data accuracy, conduct audit of data on regular and ad-hoc basis
- Participate in preparing and maintaining headcount forecasts and benefits budgets, prepare regular headcount/turnover reports
- Provide consulting support to business on all HR admin issues
- Prepare and facilitate trainings on HR admin issues/policies/procedures for the organization
- Prepare all necessary documents for internal and external audits
- Take part in other HR projects and events

In case your skills and background corresponds to the mentioned requirements, please send CV no later than 26 October 2014.

Email: georgiahr@avon.com. Please indicate the vacancy title "HR admin" in the subject line of the e-mail

Only qualified short-listed candidates will be contacted

Make it Happen



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