

HR administrator (m/f)

The CEF(www.cef-see.org) is an international organization based in Ljubljana, Slovenia.

We support capacity development of public officials and their institutions in South East Europe through learning and knowledge sharing. We are a leader in applying people-centered learning approaches and holding the know-how of becoming and being a learning organization. We primarily serve ministries of finance, tax administrations, and central banks in Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Kosovo, Moldova, Montenegro, North Macedonia, Romania, Serbia, Slovenia, and Türkiye.

Job purpose

We are a team of experts from diverse backgrounds, including both Slovenian and international professionals. We are excited to introduce a new opportunity for the role of HR Administrator. Since our team and processes have expanded and evolved, we recognize the need to take a further additional step in advancing our HR processes and enhancing digital support and database usage. The key goal of the position is to accelerate our processes through accurate data entry, generation of high-quality data and reports that can be used by the management and individual employees.

Duties and responsibilities

- Managing HR data base (Gecko) by entering data and ensuring regular data base maintenance (registration, employee development data – trainings, annual appraisal interviews, employee insurance policies data and policies, safety at work updates, salary calculation updates...).
- Coordinating and encouraging employees for accurate input data intake and entries.
- Monitoring data entry activities performed by others to maintain data accuracy. Analyzing data and generating reports from the HR database system for various stakeholders and purposes.
- Taking on data base analysis initiatives and producing meaningful reports, including proposing suggestions of the measures based on hypotheses.
- Managing and maintaining personnel files for each employee
- Collaborating with users and software providers to develop digital tools
- Gathering and processing user requirements for development of digital HR tools, mainly in Gecko.
- Supporting superiors with a wide range of rapidly evolving administrative tasks.

Desired skills and experience

We are eager for you to bring the following qualities and skills to the role to the fullest extent:

- Being an advanced user of Gecko or a similar database system.
- Having a penchant for entering data quickly and accurately.
- Being persistent and detail-oriented.
- Being willing to patiently encourage busy colleagues to submit data multiple times.



- Enjoying identifying patterns among data and shaping information from them.
- Being fluent in spoken and written English.
- Being flexible in all aspects of the role
- Having a minimum of 3 years of prior experience in similar positions..
- Having a high level of digital literacy and enjoying the use of modern ICT technology.

We invite you to accept the challenge to work in an international environment. The position will support your personal and professional development. A selected candidate will receive a fixed-term contract with a six-month probation period.

You are invited to apply by sending your CV together with a cover letter in English to: pisarna@trescon.si .