

# Human Resource Administrator

**Location:** Baku

**Grade:** Human Resource Administrator

**Code:** H77104-WL

**Employment type:** Full time

## **Responsibilities:**

- Maintaining personnel-related records and documentation in accordance with the Firm's internal policies and applicable legal requirements, including but not limited to:
  - (i) current employee documentation (e.g., sick notes, leave applications, internal orders);
  - (ii) vacation, asset, and other relevant registers;
  - (iii) attendance records;
  - (iv) medical insurance records.
- Assisting with the obtainment and renewal of salary cards for employees.
- Administering employee business travel within and outside the country, including the timely calculation and settlement of business trip allowances, and ensuring proper maintenance of supporting documentation for tax and regulatory purposes.
- Ensuring compliant employee onboarding and offboarding processes, including the maintenance of associated records and documentation.
- Overseeing and administering the Firm's timekeeping system.
- Managing the Firm's training and development activities, including the administration of the Learning Management System (LMS).
- Supporting the implementation of various compliance frameworks, specifically in relation to employee-related aspects.
- Assisting with recruitment activities, as required.
- Assisting with the drafting, review, and renewal of internal policies, and supporting their effective communication to employees.
- Overseeing and administering external employee-related events, including teambuilding activities, career fairs, and similar initiatives.
- Liaising with professional bodies and other external parties on matters concerning employees.

## **Requirements:**

- Bachelor's degree in Business, Psychology, Human Resources, or a related field.
- At least 2 years of professional experience in a human resources or related role.
- Strong command of both Azerbaijani and English languages.
- Sound working knowledge of office procedures and administrative practices.

- Excellent verbal and written communication skills.
- High level of discipline and the ability to maintain confidentiality at all times.
- Proficient in Microsoft Office applications, including strong skills in MS Excel.

#### **Duties**

- Represent BDO in a professional manner at all times through punctuality & appearance;
- Establish and maintain positive working relationships with others both internally and externally;
- Add value to the organisation through alignment with business objectives;
- Act with honesty, and integrity when carrying out job responsibilities.

#### **Why BDO?**

You will:

- Have an opportunity to participate in advisory and consulting engagements.
- Develop your technical skills in tax legislation by getting training and utilising our top consulting support.
- Have a chance to work within the Tax Reporting & Accounting practice of BDO Azerbaijan.
- Acquire skills and knowledge in tax compliance and accounting.

Interested candidates are requested to send their updated resumes to e-mail [recruitment@bdo.az](mailto:recruitment@bdo.az) with H77104-WL mentioned in the subject.