

EXTERNAL VACANCY ANNOUNCEMENT



Tirana International Airport SHPK (TIA) is seeking to hire a

Payroll Specialist

who will report to the **Human Resources Director** of the company.

Position Purpose:

The Payroll Specialist is responsible for managing payroll services, overseeing employee documentation, and ensuring accurate record-keeping of employment contracts and forms. The role also tracks attendance, monitors leave, and supports HR policies and compliance, contributing to efficient HR operations within TIA.

Main tasks and responsibilities of the position:

(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

Payroll Administration

- Prepare and administer payroll processes for all employees as assigned.
- Ensure the accuracy and timely processing of salaries, bonuses, and other payroll elements.

Attendance Management

- Administer the attendance checking process and maintain accurate records using designated systems (e.g., Business Central, IVMS, Administration Console).
- Ensure attendance data is accurate and accessible for reporting purposes.

Employee Leave Management

- Register and track employee annual leaves, ensuring records are accurate and updated.
- Monitor remaining leave balances to ensure compliance with HR policies and legal regulations.

Employee Documentation

- Prepare and manage employment contracts, amendments, and related employee forms.
- Ensure timely and accurate preparation of employee references and certificates as requested.
- Complete and maintain employee booklets as required by company policy or legal standards.

Employee Files Management

- Administer and maintain comprehensive employee files, both in hard copy and electronic formats.
- Organize, store, and update HR forms, including Attendance Checking Forms, Overtime Summary Forms, and other necessary documentation.

Employee Claims Management

- Responsible for managing and following up on employee claims, ensuring they are processed according to company policy.

Termination and Clearance Process

- Coordinate employee termination and clearance processes, ensuring all steps are completed efficiently and in accordance with internal policies.

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HR Policy Support

- Deliver HR services and information to employees, ensuring they understand and comply with company policies and applicable state regulations.

Reporting and Analytics

- Prepare detailed reports and generate statistics related to payroll, attendance, leave management, and employee documentation.
 - Provide insights to improve HR processes and maintain compliance.
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Requirements of the position:

- At least one year of working experience in related job responsibilities.
- Bachelor Degree in Economics/Business/Law/Social Sciences.
- Fluent in English language.
- Adept at Microsoft Office software.
- Ability to work effectively as part of a team.
- Strong verbal and written communication skills.
- Very good time management skills.
- Ability to multi-task, organize and coordinate.
- Ability to plan, prioritize work and meet deadlines.
- Flexible and practical in approach to generate creative solutions to Issues.
- Committed to providing a high standard of service.
- Credible, confident and diplomatic.
- Honest, reliable and with integrity.

Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in [Tirana International Airport](#) , and submit it via email to human-resources@tirana-airport.com with:

- **Subject:** [Name Surname] – Payroll Specialist
- **Attachments:** Application Form + CV (PDF/Word)

Human Resources Department will contact only candidates selected from the documentation screening.