

# JOB DESCRIPTION



Company: 2e Systems d.o.o  
Web: <https://www.2e-systems.com/>  
Job title: Project Manager  
Type of Employment: Full-time Employment

## HR Administrative Assistant – Zagreb

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Imagine what you could do here. At 2e Systems, creative ideas have a way of becoming wonderful products, services, and customer experiences very quickly. Bring passion and dedication to your job and there's no telling what you could accomplish. 2e Systems is seeking an enthusiastic and data-driven Human Resources Administrative Assistant to support organizing and transforming our processes.

2e Systems is a leading computer engineering and development company specializing in aviation software solutions, like online booking, check-in, mobile app and communication solutions for the travel industry; we develop and operate critical systems for our major airline clients worldwide, and our Operations and Support team is central to our success.

Our head office is in the Frankfurt/Main area, Germany, and we are looking for the right candidate to join our growing team in our Zagreb office.

### Job description

Our company's rapid expansion makes our job interesting and exciting but at the same time, we are juggling with the most impactful business challenges across different categories. One of them is our concern for the employee well-being which we strive to support timely through the various aspects and stages of our colleagues' employment cycle.

To achieve this goal, we would need your help with the administration of the day-to-day operations and others such as employee relations, compensation, benefits, recruitment, hiring and training.

You would be responsible for utilizing documentation, monitoring, tracking and the use of recording systems for each stage of our administration via effective use of our current systems. To Support the completion of the department's goals and objectives, you would be required to both take direction and work intuitively. Also, working with and administering sensitive and important information demands that you are familiar with applicable laws and professionally discreet.

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## Main tasks of the position

The diligent individual should assist the team with the day to day running of the HR functions executing the following operations:

- Maintaining personnel records recording the hiring, transfer, termination
- Keeping track of employee's off-time, either due to vacation or sick leave
- Documenting and tracking data by completing forms, reports, logs and records
- Entering and reviewing data efficiently and accurately
- Keeping documents stored in an orderly fashion
- Staying current on employment laws and regulations
- Prioritizing work activities as to use time efficiently
- Managing a high volume, diverse workload
- Addressing and answering questions and queries from employees
- Assisting with internal event organization and coordination

## Position requirements

We are looking for a candidate who is efficient and comfortable being a member of a team, is reliable and conscientious. Our ideal candidate would possess:

- Experience with general or personnel administration
- Strong attention to detail
- Focus during repetitive tasks
- Strong sense of responsibility towards work and team
- Dedication to continuously improve processes and procedures
- Positive attitude
- Good communication skills, both in writing and verbally
- Good Croatian grammar skills
- Excellent spoken and written English
- Experience in using MS Office package / Google Docs / Internet

## What we offer

- Full-time employment
- Compensation for ZET monthly travel card zone 1 - an addition on the net salary
- Payments to the voluntary retirement savings - an addition on the net salary
- We are strongly international and offer cooperation with colleagues globally
- Pleasant working environment and good office location
- Free coffee, tea, cookies, fruit and healthy snacks
- We have an informal and friendly environment with many exciting professional and technical challenges
- Fun office events and celebrations
- You will receive a competitive salary combined with good opportunities to develop professionally

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- Further education and professional development are encouraged and supported
- Your work will have a direct and visible impact on our business

## About 2e Systems

2e Systems was established in Germany in 2000. We now have offices in Croatia, Ireland, the UK, Romania, the US, and Australia. We use many of the latest open-source frameworks and technologies to build stable and high-quality products.

We provide airlines with internet and mobile solutions for booking flights, check-in, notifications, and crew management. Included in our list of clients are airlines such as Lufthansa, Austrian Airlines, LATAM Airlines, airBaltic, Croatia Airlines, and JetBlue.

We're a diverse collective of thinkers and doers, continually reimagining what's possible to help us all do what we love in new ways. Every new product we invent and improve, and every new service we create, is the result of people working together to make each other's ideas stronger. That happens here because every one of us strives toward a common goal - creating the best customer experiences.

## How to apply

If you would like to be part of our success, and are looking for a challenging job working with a team of experienced service professionals, we welcome your application!

Please send your application to: [jobs@2e-systems.com](mailto:jobs@2e-systems.com)

And please pay attention to the following points:

- Your CV must be in English
- Please include a brief cover letter explaining why you are an excellent fit for the job

If you require help / sponsorship to work in our Croatian office, please state this clearly.

We hope you understand that we will not respond to applications which do not meet these minimum criteria.

## Address

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10000 Zagreb  
Croatia  
<https://www.2e-systems.com/>