

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

Compensation and Benefits Manager

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

Main tasks and responsibilities of the position:

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

Compensation Process and Structure

- Design and implement compensation structures based on market trends, internal equity, and organizational goals.
- Oversee administration of compensation programs across all job levels to ensure fairness and competitiveness.
- Manage the annual salary review process in collaboration with the HR Director.

Payroll Administration

- Supervise Payroll Specialists to ensure accurate and timely payroll processing, including salaries, benefits, bonuses, and deductions.
- Ensure payroll compliance with tax laws, labor regulations, and company policies.
- Maintain secure and accurate payroll records.

Benefits Program Management

- Administer employee benefits programs including health insurance, retirement plans, paid time off, and other perks.
- Regularly evaluate and enhance benefits offerings to align with industry best practices and employee needs.

Budget Process Management

- Develop and manage the compensation and benefits budget in alignment with financial goals.
- Monitor and analyze compensation-related expenses to identify cost-effective solutions.
- Provide budget utilization updates to the HR Director and finance team.

Compliance and Legal Requirements

- Ensure compensation and benefits programs comply with local labor laws and tax requirements.
- Keep the HR Director informed of relevant legal changes.
- Recommend adjustments to maintain competitiveness in the labor market.

Employee Contract Management

- Review and validate compensation and benefits terms in employment contracts.
- Collaborate with HR and legal teams on contract revisions.
- Maintain secure records of contractual compensation-related changes.

Supervision and Team Leadership

- Supervise and mentor Payroll Specialists, assigning tasks and supporting professional development.
- Ensure team performance and adherence to internal policies.

EXTERNAL VACANCY ANNOUNCEMENT



Requirements of the position:

Education:

- Bachelor's Degree in Economics, Business Management (required)

Work Experience:

- Minimum of 5 years of experience in related job responsibilities

Language Requirements:

- Upper-intermediate level of English (spoken and written)

Skills and Abilities:

- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Excellent communication and interpersonal skills
- Excellent time management and organizational abilities
- Ability to multi-task, prioritize work, and meet deadlines
- Strong ability to work as part of a team
- Team-oriented with relationship management and negotiation skills
- Able to work well under pressure and handle emergency situations
- Committed to delivering high-quality service
- Honest, reliable, and demonstrates integrity

Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Internal Application Form, and submit it via email to human-resources@tirana-airport.com with:

- Subject: [Name Surname] – **Compensation and Benefits Manager**
- Attachments: Application Form + CV (PDF/Word)

Application Deadline: June 21, 2025

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