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UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in the administrative position:

**HR ADMINISTRATIVE STAFF  
(1-year contract with the possibility of renewal)**

The purpose of the Human Resource Administrative Staff role is to perform professional human resource services such as recruiting, employment procedures, HR databases, presence lists, employment contracts, HR employee files, benefits and/or organizational development.

**Responsibilities:**

- Manage the recruitment process to ensure it runs smoothly, which includes coordinating job posts, reviewing resumes, candidates' list, scheduling interviews, and completing recruitment procedures.
- Support onboarding processes by preparing welcome communications and collecting, scanning, and maintaining employee documentation and records.
- Maintain and update HR employee files, databases, and staff lists, ensuring accuracy and confidentiality.
- Assist with the administration of leave requests, maternity leave documentation, and related employee records.
- Support daily HR operations, including issuing job attestations, updating internal records, and responding to routine employee queries in a timely and professional manner. Process employee queries and resolve issues in a timely, professional manner.
- Stay up-to-date and comply with changes in labor legislation.

**Key Qualifications:**

- Bachelor's degree in human resources, or a relevant field. A master's degree is preferable
- A minimum of 2 years' proven experience in a similar role.
- Experience within Higher Education Institutions is an advantage.
- Strong knowledge of labor legislation
- Outstanding verbal and written communication skills
- Fluency in English language

**Deadline for Applications: 22 March 2026**

*For more information we invite all interested candidates  
to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

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**Application:**

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos/> or [hr@unyt.edu.al](mailto:hr@unyt.edu.al) the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in English language;

**IMPORTANT NOTES:**

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL APPLICANTS** will receive feedback from the Human Resources Department