

MOVING YOUR FUTURE

Moving you, moving the world!

NSK is one of the world's leading manufacturers of rolling bearings, automotive products, precision machinery parts, and mechatronics products. NSK sales worldwide exceed € 4,9 billion. NSK employs more than 24,000 people worldwide, with more than 2,900 employees based in Europe.

To support our **Türkiye office in Istanbul**, we are looking for a highly organized and proactive

HR & ADMINISTRATION ADVISOR (F/M/D)

Your tasks in detail:

- › Main contact for payroll coordination with external providers and UK Finance
- › Coordinate training activities, including organization and record-keeping
- › Lead local HSE activities, ensuring compliance and reporting
- › Organize occupational health checks and monitor mandatory annual inspections
- › Support recruitment activities and manage full onboarding processes for new hires
- › Handle social security declarations and employee benefits (e.g., meal vouchers)
- › Serve as the local HR contact, providing support to employees on HR-related matters
- › Managing office administration, supplier contracts, work permits, and customs coordination
- › Handling e-invoicing, accounts payable, audits, and finance reporting in collaboration with providers and UK Finance

Your profile:

- › University graduate, preferably from Labour Economics or Business Administration
- › First experience in HR, administration, or finance roles
- › Strong knowledge of Turkish labor law and local regulations
- › Fluent in Turkish & good English skills
- › Highly organized, discreet, and comfortable working with international teams
- › Good MS Office knowledge

We offer:

- › A pleasant and multicultural working environment
- › Competitive salary, incl. Transportation and Meal Allowance
- › Private Health Insurance
- › Opportunities for professional growth and development

At NSK, a pleasant and multicultural working atmosphere awaits you. We put an emphasis on providing a good and fundamental introduction to our company.

Interested?

In our company a pleasant and multicultural working atmosphere awaits you. We put an emphasis on a good and fundamental introduction to the company.

Please send your application documents including your expected salary and period of notice to:

eurecruitment@nsk.com