



PR/086701 | HR Dept start-up in Willich / Robotics, Semicon, Automation (m/f/d)

## Job Information

### Recruiter

JAC Recruitment Germany

### Job ID

1507551

### Industry

Other (Recruitment Services)

### Job Type

Permanent Full-time

### Location

Germany

### Salary

Negotiable, based on experience

### Refreshed

December 3rd, 2024 10:29

## General Requirements

### Minimum Experience Level

Over 3 years

### Career Level

Mid Career

### Minimum English Level

Business Level

### Minimum Japanese Level

Business Level

### Minimum Education Level

Associate Degree/Diploma

### Visa Status

No permission to work in Japan required

## Job Description

### COMPANY OVERVIEW

A leading organization in the automation and robotics sector, specializing in manufacturing innovation, is seeking an experienced HR (f/m/d) to establish and develop its HR department in Willich, Germany. This role is integral to the company's European operations, which focus on advancing mechanical engineering technologies. The ideal candidate will be fluent in German and proficient in English, with a passion for both technology and people management, and a solid background in general HR functions.

### JOB RESPONSIBILITIES

- **HR Department Establishment:** The candidate will be responsible for creating and structuring the HR department from the ground up, ensuring its alignment with corporate objectives and compliance with local regulations.
- **Personnel Management:** Oversee all aspects of employee relations, including holiday, sickness, and absence management via the internal system ZE.expert. Maintain accurate personnel records and respond to employee inquiries regarding leaves, benefits, and company policies.
- **Recruitment and Onboarding:** Lead the recruitment process, from talent acquisition to onboarding, ensuring the

smooth integration of new hires into the company culture. This role involves collaborating with various teams and management to prepare employment contracts and facilitate the exit process.

- **Regulatory Compliance:** Stay updated with labor laws and ensure company policies adhere to legal requirements. Work with external service providers to adjust policies and practices as necessary.
- **Strategic HR Initiatives:** Support the implementation of HR initiatives aimed at improving operational efficiency and employee satisfaction. Provide guidance on new legislation and ensure adherence to internal guidelines.
- **Support and Training:** Assist in developing and delivering training programs that promote employee skill development and personal growth.

#### JOB REQUIREMENTS

- **Education and Experience:** Candidates should have completed commercial training with strong general HR experience. Experience in developing or setting up HR functions within an organization is highly desirable.
- **Technical Skills:** Proficiency in MS Office and familiarity with ERP systems, particularly Microsoft Business Central, is required. Experience with ZE.expert is a plus.
- **Language Proficiency:** Strong command of German (C2 level or equivalent) and business-level English is essential. Knowledge of Japanese would be a significant advantage.
- **Personal Competencies:** Excellent communication skills, empathetic understanding, and a keen interest in both business and personal development. The candidate should be proactive, diligent, and able to prioritize tasks effectively.
- **Work Ethic:** A high degree of commitment, flexibility, and a service-oriented approach is expected.

#### PREFERRED SKILLS AND EXPERIENCES

- **Change Management:** Experience in managing change processes and implementing HR strategies in a growing or transforming organization.
- **Data-Driven Decision Making:** Ability to use HR analytics and data to inform decisions and enhance HR operations.
- **Cultural Competence:** Experience managing diverse teams and fostering an inclusive workplace culture.
- **Production Site Experience:** Previous experience in managing HR functions in a production or manufacturing environment, with an understanding of the specific challenges of this workforce.

#### BENEFITS AND OTHERS

- **Annual Leave:** 30 days of holiday per year.
- **Flexible Working Arrangements:** 38-hour workweek with flexible hours and the option to work from home up to 3 days per month.
- **Performance Bonuses:** Eligibility for variable bonuses based on company and individual performance.

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#countrygermany #JACDE

---

Company Description