



PR/086722 | HR Assistant (m / f / d)

## Job Information

### Recruiter

JAC Recruitment Germany

### Job ID

1512874

### Industry

Other (Manufacturing)

### Job Type

Permanent Full-time

### Location

Germany

### Salary

Negotiable, based on experience

### Refreshed

December 24th, 2024 11:25

## 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

An established medium-sized company based in Jena with a history of over 30 years and part of a global group with production sites in Germany, Japan, and the USA is currently looking for a HR Assistant (m/f/d). This company supplies products for drive technology to various industries including machinery, semiconductor, optics, medical technology, aerospace, and many others.

### JOB RESPONSIBILITIES

- Support HR management in planning, recruiting, and employee administration
- Collaborate closely with senior management and executive teams
- Assist in analyzing and developing workforce planning needs
- Draft and prepare job postings for publication in relevant media

- Manage the applicant process, from receiving applications to conducting interviews
- Contribute to various HR tasks, both operational and administrative
- Provide employee support throughout their entire lifecycle with the company
- Participate in the accurate and timely processing of payroll
- Independently handle assigned projects, such as occupational safety, health, or HR marketing

**JOB REQUIREMENTS**

- Degree in Human Resources or equivalent qualifications
- Practical experience in HR is preferred
- Proficient in MS Office and other common software tools
- Independent and solution-oriented work approach
- Responsible, approachable, and confident demeanor
- Ability to stay calm under pressure
- Strong team player with excellent communication skills
- Good written and spoken English skills are an asset

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.

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Company Description