



PR/086872 | HR Assistant (m / f / d)

## Job Information

### Recruiter

JAC Recruitment Germany

### Job ID

1516405

### Industry

Other (Recruitment Services)

### Job Type

Permanent Full-time

### Location

Germany

### Salary

Negotiable, based on experience

### Refreshed

January 21st, 2025 10:35

## 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

### OVERVIEW

A global telecommunication and radio technologies provider with advanced systems and solutions in a variety of product lines in diverse industries. Now expanding their business in Germany.

### KEY REQUIREMENTS:

- Experience in human resource administration or related role
- Business level in German and English communication skills
- Able to work 100% office based

### JOB RESPONSIBILITIES:

- Overall responsibility for human resources and back office support by performing operational and disciplinary management
- Assisting with day-to-day operations of human resources team and tasks
- Provide and coordinate administrative support to human resource manager in UK
- Involve in staffing, recruitment, new employee orientation, training, employee engagement, performance evaluation, etc.
- Possess human resource related documentation and report preparation
- Coordinate with employees regarding human resource related issues
- Contact with federal agency / government sectors if necessary

**JOB REQUIREMENTS:**

- Minimum 2 years of professional experience in human resources administration or a related role
- Excellent communication and interpersonal skills
- Basic knowledge of German labour law
- Able to work independently and under less supervision
- Able to work in high dynamic and frequency changing environment

**BENEFITS:**

- Flexible working hours
- 30 days of annual leave
- Health insurance
- Laptop and mobile phone will be provided

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Company Description