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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
March 4th, 2025 13:01

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

Company Description