



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントドイツ

求人ID

1512874

業種

その他（メーカー）

雇用形態

正社員

勤務地

ドイツ

給与

経験考慮の上、応相談

更新日

2025年01月07日 20:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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.

会社説明