



PR/086872 | 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

1516405

業種

その他（人材サービス）

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03月04日 13:01

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

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

会社説明