



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

#### Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1537937

**Industry**

Other (Recruitment Services)

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

May 1st, 2025 20:06

#### 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
- Knowledgeable in German labour law

**JOB RESPONSIBILITIES:**

- Overall responsibility for human resources and back office support by performing operational and disciplinary management for the office in Germany
- Assist with day-to-day operations of human resources team and tasks
- Work closely with a human resource manager in UK as well as providing human resource guidance and advice
- Involve in staffing, recruitment, onboarding process, 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
- Able to work independently and under less supervision
- Able to work in high dynamic and frequency changing environment

**BENEFITS:**

- Flexible working hours
- 25 days of annual leave
- Health insurance
- Laptop and mobile phone will be provided
- Hybrid work (1-2 days home office)

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Company Description