



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

Job Information

Recruiter

[JAC Recruitment Germany](#)

Job ID

1541240

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

Germany

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:49

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)

Company Description