



PR/087127 | HR Generalist (m / f / d)

## Job Information

**Recruiter**

JAC Recruitment Germany

**Job ID**

1552045

**Industry**

Chemical, Raw Materials

**Job Type**

Permanent Full-time

**Location**

Germany

**Salary**

Negotiable, based on experience

**Refreshed**

July 15th, 2025 10:52

## 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

Our client is one of the leading trading companies, engaging in a variety of business areas: chemicals, compounds, nutrition, agriculture, machinery, energy, food, healthcare, and logistics. With offices in over 60 countries globally and 14 offices in EU.

## KEY REQUIREMENTS:

- Strong background in human resources operations
- Knowledgeable in German labour law, social security, and tax law
- Business fluent German and English communication skills

## JOB RESPONSIBILITIES:

- This position will be responsible for the whole loop of human resource functions.
- Provide advice to employees and hiring managers on HR-related issues
- Plan and support personnel hiring processes, including employment contract preparation and new employee onboarding.
- Supervise personnel measures and appraisal processes.
- Revise and improve HR internal regulations.
- Support and collaborate with EU offices in HR projects implementations.
- Contact with federal agencies/government sectors if necessary.

#### JOB REQUIREMENTS:

- Minimum 5 years of professional experience in human resources administration or a related role
- Excellent communication and interpersonal skills
- Experience in EU working scope
- Flexible and willing to travel for business trips
- Eligible to work in Germany

#### BENEFITS:

- Hybrid work (3 days at the office and 2 days home office)
- Working hours 38.5 hours per week
- 30 days of annual leave
- Christmas bonus
- Capital gain
- Accident insurance
- Transportation support
- Vacation bonus
- Internal and external training
- Laptop and mobile phone are provided

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#### Company Description