


# PR/087605 | 【Düsseldorf】Senior HR & General Affairs (m / f / d)

## Job Information

**Recruiter**
JAC Recruitment Germany

**Job ID**
1621258

**Industry**
Other (Manufacturing)

**Job Type**
Permanent Full-time

**Location**
Germany

**Salary**
Negotiable, based on experience

**Refreshed**
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## General Requirements

**Minimum Experience Level**
Over 6 years

**Career Level**
Mid Career

**Minimum English Level**
Fluent Level

**Minimum Japanese Level**
None

**Minimum Education Level**
Associate Degree/Diploma

**Visa Status**
No permission to work in Japan required

## Job Description

Overview

Our client, a well-established international company, is seeking an experienced Senior HR & General Affairs Generalist to support its HR and administrative operations.
The position serves as a key support to the Head of HR & General Affairs, combining hands-on HR responsibilities with general administration, facilities management, and cross-functional coordination. The successful candidate will work closely with management to support HR initiatives, employee relations, and efficient workplace operations.

Key Responsibilities
Human Resources

- Act as a key support to the Head of HR & General Affairs, coordinating cross-functional initiatives and internal stakeholders.
- Manage the full employee lifecycle, including recruitment, onboarding, performance management, development, and offboarding.
- Lead recruitment activities for professional and managerial positions.
- Support compensation reviews, payroll coordination, benefits administration, and personnel cost budgeting.
- Develop and improve HR policies, procedures, and operational processes.
- Ensure compliance with German labour law and internal HR policies.

- Build and maintain constructive relationships with the Works Council.
- Support employee engagement, retention, and talent development initiatives.
- Contribute to strategic HR projects and organizational improvement initiatives.

General Affairs & Administration

- Oversee daily office administration and workplace operations.
- Manage facilities, office equipment, company vehicles, and corporate assets.
- Coordinate vendors, landlords, facility service providers, and external contractors.
- Support administration budget planning and cost optimization.
- Coordinate occupational health and safety requirements.
- Maintain corporate records, contracts, insurance documentation, and relevant administrative documentation.
- Coordinate building maintenance, modernization projects, and internal office relocations.
- Support statutory building inspections, audits, and compliance activities.
- Provide administrative and project coordination support to the Head of Department.

Requirements

- Degree in Human Resources, Business Administration, or a related field.
- Minimum 5 years of relevant experience in HR, General Affairs, or a comparable corporate function.
- Business-fluent German and business-level English.
- Good knowledge of German labour law and HR practices.
- Experience working with a Works Council is highly advantageous.
- Experience supporting senior management and coordinating cross-functional activities.
- Strong organizational, communication, and stakeholder management skills.
- Hands-on, proactive, and able to manage multiple priorities independently.
- Proficiency in Microsoft Office.

Working Condition

- Contract: Initial 2-year fixed-term contract, with potential for permanent employment.
- Salary: Up to approximately EUR 70,000 gross per annum (negotiable depending on experience).
- Benefits: Attractive benefits package, including holiday payment and 13th-month payment.
- Annual Leave: 30 days.
- Close collaboration with senior management.
- Opportunity to contribute to operational improvements and strategic HR initiatives.
- International business environment with long-term development potential.

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## Company Description