



PR/086872 | HR Generalist (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

1541240

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05月20日 12:49

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
- 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)

会社説明