

PR/087605 | 【Düsseldorf】Senior HR & General Affairs (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
1621258

業種
その他（メーカー）

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
2026年11月03日 11:09

応募必要条件

職務経験
6年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

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

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.

#LI-JACDE

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明