BS Wutow GmbH
Phone: +49 69 90550490
Fax: +49 69 905504920

Personalsachbearbeiter/ Personalreferent (m/w/d)

Our client is a global European agency that specializes in the research & collection of satellite data and satellite launching and monitoring. Their work is indispensable for countries to be able to forecast the weather and to obtain climate information to support public and private decision-making.

Personalsachbearbeiter/ Personalreferent (m/w/d)

Ihre Aufgaben:

- The main responsibility of the Temporary HR Business Partner Team Coordinator will be to provide support to a team of HR Business Partners, which will include the following tasks:.
- Coordinate the activities between the members of the HR Business Partner Team with other HR service teams (Recruitment, Administration, Training) and with departments / divisions.
- Maintain oversight of all documentation related to all HR BP activities.
- Support independently the management of various HR projects and be responsible to keep track of the yearly milestones and deadlines related to the HR Business Partner objectives.
- Lead the administrative training process by booking individual and group trainings and monitoring allocated departmental training budgets.
- Support the recruitment process in the pre- and post-interview phases, providing administrative support for candidate selection and follow-up on contract preparation/delivery.
- Coordinate the logistical and administrative tasks for medical examinations of staff members.
- Facilitate respond to ad-hoc staff inquiries on various HR policy and other HR matters.

Ihr Profil:

- Complete fluency in English and proven ability to write professional documents and communications in the English language
- Experience providing HR support within a fast-paced environment, involving coordination of many processes and numerous internal interfaces
- Excellent MS Office skills, advanced Excel skills desirable
- Experience with SAP HR and financial modules would be advantageous
- Experience with booking of trainings and associated logistical coordination would be advantageous
- Excellent team-working and communication skills, with a customer service attitude and the ability to deliver under high workloads
- A university degree (or equivalent work experience)

Ihre Vorteile:

- An international environment, a motivated team, and a fair compensation await you
- Start your career in Germany in a recognized and interesting organization

Gerne stehen wir Ihnen unter Angabe der folgenden Referenznummer für Rückfragen zur Verfügung.

Reference-Number: 405560A17200

Your contact:

BS Wutow GmbH
Eschersheimer Landstraße 6
60322 Frankfurt am Main

Phone: +49 69 90550490

bs-wutow.de