BS Wutow GmbH
Telefon: +49 69 90550490
Telefax: +49 69 905504920

HR Business Partner Team Coordinator (m/f/d)

BS Wutow GmbH is your expert in recruitment and placement of professionals and executives in the region of Frankfurt. As a privately owned company in the nationwide scale BS Group, we rely on consistent quality and service orientation in the realization of our individual staffing services.

Our client is a major international operation institution located in the Rhine-Main metropolitan area. For this client, we are looking for a dedicated:

HR Business Partner Team Coordinator (m/f/d)

Responsibilities:
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, setting up training plans 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

- Compile metrics and figures on HR processes such as skills assessment, training, exit interviews, overtime and sickness for use by HR Business Partners

Skills and Qualifications:

- 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)

Your professional future:

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

We look forward to your application!

Referenz-Nummer: 405539A26363

Ihr Kontakt:

BS Wutow GmbH
Eschersheimer Landstraße 6
60322 Frankfurt am Main

Telefon: +49 69 90550490

bewerbung@bs-wutow.de
bs-wutow.de