4251 6856 Employee HR back office (m/f/d) - Great working atmosphere and appreciative cooperation | Immediate entry  
  
company profile  
Our customer is looking for a full-time HR back office employee (m/f/d) to start as soon as possible in temporary employment with the option of being taken on.  
  
area of ​​responsibility  
  
- Support of HR business partners in day-to-day business  
-Preparation of relevant documents such as employment contracts, certificates, etc.  
-Organization of meetings and talks  
-Appointment coordination  
  
requirement profile  
  
-Successfully completed commercial training  
-Ideally experience in HR  
- Confident use of MS Office  
- Structured way of working and good communication skills  
  
Compensation Package  
  
-Working in a rapidly growing company in a future-proof industry  
- High degree of independence and personal responsibility  
-Home office opportunities  
-Work-life balance  
-flexible working hours  
- Attractive remuneration Business economist (technical school) - human resources management None 2023-03-07 15:59:16.241000